

Pasadena Unified School District

GIFT AND DONATION PROCEDURES

The following procedures will apply to gifts and donations received. See Board Policy BP3290 for detailed information.

FOR MONETARY DONATIONS, A SCHEDULED APPOINTMENT MUST BE MADE WITH PROCUREMENT. See tab for Deposits in Business Binder.

School Site/Department:

- Completes “Report of Proposed Gifts” form for all public/private donations, both monetary and equipment/books. This includes donations from:
 - PTA, Booster, Site Council, ASB, Fund Raiser, Public/Private Donor, etc.
- Coordinates with Budget for funding code.
- Verifies that Principal/Director has signed form.
- Staples check (if received) to the lower left corner of Report of Proposed Gift form.
- Indicates monetary value of equipment/books on the “Report of Proposed Gifts” form.
- Attaches any specifics to use of funds or other documentation to “Report of Proposed Gifts” form.
- Attaches “Special Trip Request and Driver Report” if donations are to pay for field trip.
- Submits packet to the appropriate Chief for approval/signature.

Chief:

- Verifies packet from site/department is complete.
- If incomplete, the packet will be returned to originator.
- Chief approves and signs the Report of Proposed Gift form.
- Submits packet to the Procurement.

Procurement:

- Logs and processes gift/donation accordingly.
- Submits copy of check and the Report of Proposed Gift form to the Business Secretary for Board reporting process.

Business Secretary

- Prepares and processes board report accordingly.
- Submits copy of stamped approved board report to Budget.

Budget Department:

- Inputs, monitors and controls budget plan.
- Maintains permanent file of the donation packets and Board Reports.

PASADENA UNIFIED SCHOOL DISTRICT
 Division of Business Services

REPORT OF PROPOSED GIFT

School or Department (Donee) _____ Date _____

Donor _____ Address _____

Contact Person _____ Telephone _____

A. Description of Gift

Monetary Value of Gift: _____

Instructional Use:

Account in which the check is to be placed

Where will it be located? _____

Please complete the following (indicate N/A is not applicable)

		YES	NO
1.	Is the gift already an approved item of equipment?		
2.	Will the gift be delivered by the donor?		
3.	Does the gift require building or ground space?		
4.	Does the gift require installation?		
5.	If so, is installation part of the gift?		
6.	Will the gift eventually need to be replaced at District expense?		
7.	Is the gift donated for advertising purposes?		
8.	Is the gift of significant value?		
9.	If the gift is to be purchased, can it be purchased by the District for the donor?		
10.	Is the donor requesting a letter of donation / receipt request?		

 Signature of Principal/Director

 Date

B. Maintenance (Please forward to Maintenance Supervisor to complete the following)

1.	What is the estimated cost of installation?	\$		
		YES	NO	
2.	Does the gift item require Division of State Architect approval?			
3.	Are any city, county or state permits required?			
4.	Will the gift require maintenance?			

 Signature of Director of Facilities

 Date

C. Recommend Acceptance of Gift

 Chief

 Date

Please staple check to the lower left corner of this form.