San Bernardino County Superintendent of Schools
Procedure 3290.1

Request of Donation Gifts

A prospective donor shall be requested to submit to the Director, Business Support Services (either directly or through the appropriate SBCSS representative) in advance a description of the gift or donation and to specify any particular preferences the donor may have. The gift or donation will be evaluated using the Preliminary Acceptance Criteria as defined in Policy 3290 to determine the appropriateness of the offered gift or donation and determine any obligations that may be incurred by accepting the gift or donation.

Prior to making a request for the donation of a gift of goods or services to an outside agency, business or individual, a written summary of the request must be submitted to the employee's supervising administrator and the Director, Business Support Services.

1. The request must include the following information: employee's name, work location, contact e-mail or telephone number, description of item being requested and how the item will be used.

2. The request must be sent to the employee's supervisor who will determine whether the item is appropriate for the purpose described in the request. Once the request is approved by the supervisor, it must be forwarded and approved by the Director, Business Support Services.

3. The Director, Business Support Services will review the description of the item to ensure that it meets the Preliminary Acceptance Criteria. If approved, the employee will be notified to proceed with submitting their request.

4. As determined by the Director, Business Support Services, items may be required to be delivered to the Support Center directly to make a determination of final acceptance as per Procedure 3290.2.

Approved: March 4, 2009
Revised: December 17, 2024

Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____