

**San Bernardino County Superintendent of Schools
Procedure 3290.2**

Acceptance of Gifts and Donations

Based upon the preliminary acceptance of a material gift or donation, the item must be delivered to the Support Center. Final acceptance of an item will be based on it meeting both performance and safety standards of the San Bernardino County Superintendent of Schools.

Upon review and approval of the Chief Business Officer, or designee, accepted cash donations will be processed through Internal Business Services. All cash will be received at the time of donation.

For inventory purposes, Procurement and Warehouse Services will identify the value of a material donation or gift that has been accepted. All items valued at \$500 or greater will be added to the San Bernardino County Superintendent of Schools inventory per Procedure 3440.

*Approved: March 9, 2009
Revised: December 17, 2024*

Date Approved	
Ted Alejandre County Superintendent of Schools San Bernardino County, California	
By	