

Downey Unified School District

ADMINISTRATIVE SERVICES

PROPERTY AND INVENTORY CONTROL -
GIFTS TO THE DISTRICT

AR 6372

Gifts and/or donations of equipment, materials, or money shall be presented to the Board of Education for acceptance on behalf of the District.

All gifts and/or donations shall be publicly received and shall be acknowledged in writing by the Superintendent.

In general, donations and/or gifts of equipment or material shall be of the type, nature, style, and function approved by the District. The Superintendent, through his/her staff, shall certify that the gift and/or donation generally meets this criteria.

If the donating organization or individual desires the Board of Education to give consideration to supplementing the project with matching funds, a written request shall be submitted. The request shall set forth in detail the estimated expense of the project including the cost of putting the project into operation, and the nature and extent of desired District participation, whether in funds, materials, or labor.

The Superintendent or designee shall work with, assist, and advise the proposed donor with respect to the contemplated project.

The Assistant Superintendent, Administrative Services, will review and make recommendations on the request before it is submitted for Board of Education consideration at a regularly scheduled meeting. No work shall be commenced on the project before approval by the Board.

The Superintendent or designee will advise the donating organization or individual of the Board of Education's approval in writing with a copy to Administrative Services as its authorization to begin the project.