



TO: Principals, Office Managers, and Administrative Assistants
FROM: Dr. Victor Hayek, Deputy Superintendent, Business Services
RE: Procedures for Accepting Donations / Gifts
DATE: August 4, 2021

As per [Policy 3290](#), the Board of Education must accept all donations and gifts to the School District. When receiving a gift of money, equipment or services (including from Boosters and PTAs) it must first be approved by the Board of Education before it can be used and before any expenditure is made. Please see below for the processes of receiving the different types of donations.

Procedures for Cash/Check Donations:

1. All cash/check donations are to be recorded on the [Request for Acceptance of Gifts](#) form and submit to Fiscal Services. This will be submitted on the Board agenda to inform the Board of Education and give them an opportunity to review prior to acceptance.
2. After BOE approval and/or upon receipt of the funds, fill out the *Collection of Monies* transmittal form, including the program/account number, and submit to Fiscal Services. This will ensure the actual receipt of funds will be credited to the appropriate account. *Note: please keep cash/check donations on a separate Collection of Monies transmittal from other money collected at the site.*

Procedures for Equipment Donations:

1. Before the equipment is accepted or received at a site, a [Request for Acceptance of Gifts](#) form must be submitted and approved by the Director of Purchasing, the Director Technology Services (for technology gifts), and/or the Director of Planning (for construction or facilities modifications)
2. The donation will then go to the Board of Education for approval, and once approved the equipment may then be used/installed in coordination with Planning if construction, and Technology Services if related.

Procedures for Purchases That Are Charged Back to an Organization:

1. If an organization is sponsoring or offering a gift or grant for staffing (coaches, specialists, etc.), materials, supplies, or equipment, a [Request for Acceptance of Gifts](#) form must be submitted along with an official letter from the organization stating the purpose of the gift and the amount.
2. The donation will then go to the Board of Education for approval, and once approved the transaction can then be processed.

Booster Club and PTA Billings (001A)

The Fiscal Services department will send monthly invoices to the organizations, and each principal, and past due notices to all clubs and PTA's with outstanding balances. If a prior year invoice remains unpaid at the end of the fiscal year it will be charged to the school site for their follow up and collection.

If there are any questions, please contact the Fiscal Services Director, Susan Tucker at stucker@conejousd.org or 805-498-4557 extension 7510.

Thank you.