SUPPORT SERVICES

Gifts to the School Division

I. Purpose

The purpose of this regulation is to define the procedures and responsibilities for accepting, reporting, and accounting for gifts and bequests.

II. Scope

A. This regulation is applicable to all funds and items of personal property given to the School Division, except items of expendable property that do not exceed $500 in unit value.

B. Gifts of real property will be considered for acceptance by the School Board on the merits of each case.

C. Items manufactured by schools for resale or equipment repaired as a part of vocational education programs will not be considered as a donation or gift. Such items will be controlled and accounted for in accordance with Regulation 352-1, Guidelines for Career and Technical Education Services Performed by Students.

III. Criteria

A. The gift must be of value and of use to the School Division.

B. Gifts shall be given to the School Division as a whole and their use shall not be restricted to one school. At the discretion of the Superintendent, the gift may be used in any school.

C. Gifts shall become the permanent property of the School Division and will be inventoried, maintained, and disposed of according to applicable regulations.

D. If funds are received as a gift, the funds will be accounted for by the applicable Finance regulations.

E. When funds are donated, the recipient will specify on the appropriate form how the funds will be spent.

F. If items are to be purchased from funds received, items shall be purchased in accordance with appropriate Purchasing regulations.
G. Although "endorsement or implied endorsement of a commercial product or endeavor" is prohibited by School Board policy, it is permissible to allow an incidental identification or acknowledgement of the donor adjacent to the "gift" item, such as a company name or logo.

IV. Procedures

A. Upon notification by an individual or organization to a principal/administrator, that a gift will be offered to the school or School Division, the receiving individual will prepare a form (see Attachment I) requesting authority to accept the gift. The form will be forwarded through organizational channels to the appropriate level associate superintendent for approval.

B. To accept gifts of computers, the Gifts to the School Division (Computers) form (see Attachment II) will be prepared and forwarded to the Director of Information Technology Services (DITS). Upon the Director’s approval, the form will then be sent to the appropriate level associate superintendent and Associate Superintendent for Communications and Technology Services for approval. Upon receipt of all approvals, the Associate Superintendent for Communications and Technology Services will forward a copy of the form to the Supervisor of Supply Services.

C. Except for monetary donations, the form will then be forwarded to the Associate Superintendent for Finance and Support Services. At this time, the form of gift offer will be coordinated with accounting, inventory management, and plant maintenance. Determination will be made as to how and where the item will be maintained. Installation, alteration of a building, construction, or other special support requirements will be analyzed.

D. After appropriate coordination is completed, the form of request will be returned to the initiator with approval or disapproval. If disapproved, an appropriate reason will be given for disapproval.

E. Once the initiator receives approval to receive the gift, action may be taken to acquire the item.

F. Upon receipt of item, the inventory management section of the Office of Financial Services will be notified by the administrator/principal. If applicable, the item will be added to the property inventory, and the capital asset inventory of the School Division.
G. Upon receipt of a vehicle or other property with a title, the title to the property will be forwarded to the Associate Superintendent for Finance and Support Services who will see that the item is properly inventoried and the title is recorded by the Office of Transportation Services. The Office of Transportation Services retains title to all vehicles.

H. If the donor of a gift desires a letter of receipt for the donation, the principal/administrator, after accepting the gift, will forward the donor's name, address, and description of the gift to the Associate Superintendent for Finance and Support Services so that a letter of appreciation may be sent to the donor. A copy of the letter will be sent to Financial Services.

V. Exceptions

A. Upon receipt of items (such as expendable items) not within the scope of this regulation, the principal or the department head will maintain a record of the value of items received.

B. If teaching materials, such as books, films, or other materials, are to be contributed which may be of a controversial nature, the request will be forwarded to the Associate Superintendent for Student Learning and Accountability for appropriate review and approval.

C. Requests for deviations from the criteria established will be forwarded to the Associate Superintendent for Finance and Support Services, who will coordinate the request with the appropriate staff.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2017.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
Gifts to the School Division
(Form)

Date: ______________________

TO: ______________________
(Appropriate Associate Superintendent)

FROM: ______________________
(Principal / Department Head)

SUBJECT: Regulation 423-1, Gifts to the School Division

____________________________ School/Department would like to request permission to accept the following gift(s):

<table>
<thead>
<tr>
<th>ITEM* (If funds, list amount)</th>
<th>DONOR</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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*If a vehicle is being donated, the original title is to be attached to this request.

If funds are being donated, specify how the money will be spent: ______________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

_________________________  __________________________  ______________________
Approve  Disapprove  Date  
Appropriate Level Associate Superintendent

_________________________  __________________________  ______________________
Approve  Disapprove  Date  
Associate Superintendent for Finance and Support Services

_________________________  __________________________  ______________________
Approve  Disapprove  Date  
Associate Superintendent for Student Learning and Accountability (if required)

_________________________  __________________________  ______________________
Approve  Disapprove  Date  
Other

REV. 10/22/14
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
Gifts to the School Division
(Computers)

DISTRIBUTION: Completed form to be forwarded to the Director of Information Technology Services (DITS). This form is for computer gifts only. (One form per computer)

TO: ____________________________________________________________

FROM: _________________________________________________________

SUBJECT: Regulation 423-1, Gifts to the School Division

__________________________________________ School/Department would like to request permission to accept the following computer from _____________________________.

The donor must provide the following information:

Will this item be connected to the PWCS computer network? YES (NIC Card Version) _____ NO _____

<table>
<thead>
<tr>
<th>CPU Manufacturer/Model</th>
<th>Serial Number</th>
<th>Processor Type / Speed</th>
<th>Hard Drive Size</th>
<th>Memory</th>
<th>OS Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>_____________</td>
<td>______________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Monitor Manufacturer</th>
<th>Serial Number</th>
</tr>
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<tbody>
<tr>
<td>____________________</td>
<td>_____________</td>
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</tbody>
</table>

Signature: Principal/Department Manager ____________ Date ____________

**DITS USE ONLY:**

Does this item meet minimum operational requirements? YES _____ NO _____

Approved Manufacturer? YES _____ NO _____

Red Tag? YES _____ NO _____

Recommended for acceptance? YES _____ NO _____ ________________ Date _______

Director, DITS

_____ Approve _____ Disapprove ________________ Date ____________

Level Associate Superintendent

_____ Approve _____ Disapprove ________________ Date ____________

Associate Superintendent for Communications and Technology Services

Associate Superintendent for Communications and Technology Services will forward a copy of this form to the Supervisor of Supply Services.

REV. 10/22/14