

GIFTS, GRANTS AND BEQUESTS

All gifts (donations) of materials, monies, equipment, building projects, or grounds improvement by an individual, advisory committee, parent group, community organization, public or private agency (including the Folsom Cordova Schools Foundation) shall be processed through the Superintendent's Office for consideration and approval by the Governing Board.

Gifts shall be made subject to such conditions or restrictions as recommended by the Superintendent to the Board.

Procedures for Processing Gifts of Equipment, Materials, and Money

1. A complete description of all intended gifts (monies, materials, or equipment) shall be forwarded to the Superintendent's or designee Office on the District Donation form, prior to being approved by the Board.

Such description shall include:

a. Equipment and Materials

- (1) Name of donor(s)
- (2) Address of donor(s)
- (3) Name of Item(s)
- (4) Age of Item(s), Value, Model No., Serial No. (If Item is an automobile, Registration No. and Mileage is to be recorded)
- (5) Intended Use
- (6) Repair History

b. Monies

- (1) Name of donor(s)
- (2) Address of donor(s)
- (3) Amount of Donation
- (4) Intended Budget Code
- (5) Intended Use

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2. When a gift is money, a completed District Donation Form shall be forwarded to the Chief Financial Officer and a copy of the form attached to the donor(s) check shall forward to the Fiscal Services Office for processing. All monies received will be recorded to an "Income Account." After Board approval, the Fiscal Services Office will appropriate monies to the intended Expenditure Account designated by the Program Manager as indicated on the appropriate form.

Procedures for Processing Plan for Building Projects or Grounds Improvement

A detailed project plan for any building addition project or grounds improvement shall be submitted through the site administrator, using the appropriate form to the Director of Maintenance and the Chief Financial Officer for preliminary approval. The Director of Maintenance shall forward to the Director of Facilities Development as necessary. Upon receiving preliminary approval, the project plan will then be submitted to the Superintendent for approval.

Such project plan shall include:

1. Name of donor(s)
2. Address of donor(s)
3. Details of project, i.e. location, plot plan or scale model
4. Cost of project
5. Any district funds required
6. Personnel Involved in Labor, any district staff required.

All gifts, grants, or bequests, upon acceptance by the Board become district property and not the property of a particular school or district department.

A record of the value of all gifts of equipment, materials, monies, and building projects shall be maintained by the Superintendent's Office.

1. A completed copy of the appropriate form, indicating gifts of equipment and materials shall be forwarded to the Purchasing Department for entry into the District Inventory System if valued over \$500.
2. A completed copy of the appropriate form, indicating the location, plot plan, or scale model shall be forwarded to the Director of Maintenance Office. The Director of Maintenance shall forward to the Director of Facilities as necessary.