

P1412 DONATIONS – COMPUTER TECHNOLOGY, EQUIPMENT, MATERIALS & SUPPLIES

BOARD POLICY:

Campuses and the district may accept computer technology, equipment, materials, supplies, and/or money for such items, provided these items meet the district’s minimum standards. The USD 259 Marketing and Communications department is the single point of contact for all donated items, and they will route the request to the appropriate district department for acceptance and the redistribution of small items, large items, equipment, and computer technology.

Administrative Implemental Procedures:

1. Inspection and Acceptance. Equipment and computer technology donations shall not be accepted until they are inspected. All donated computer technology must meet the minimum hardware specifications for donated computers as defined by the Hardware Standards Committee. District staff shall comply with district, local, state, and federal guidelines in accepting donations. If the district accepts an item that cannot be distributed, the item may be disposed according to P3316 - *Disposition of Surplus or Obsolete Supplies and Equipment*.
2. Permission to Accept Computer Technology. Acceptance and installation of computer technology items (e.g., hardware, software, accessories, network equipment, and infrastructure) requires the prior approval of both the building principal and the Chief Information Officer or their designees. All donated computer technology, including stand-alone units, must be able to support the district’s standard anti-virus software in order to manage risk throughout the system. No exceptions will be granted without written approval of the Chief Information Officer or a designee. Such approval may also be granted by e-mail or other electronic means. Principals shall consult with the Chief Information Officer at Management Information Systems or designee to determine maintenance status.
3. Permission to Accept Donations Other Than Computer Technology. Acceptance of donations that impact building equipment and grounds; building support services; design and construction; and energy management – including installation costs - requires the prior approval of both the building principal and the Division Director of Facilities or their designees. Principals shall consult with the Facilities Division to determine maintenance status. Written permission from the Division Director of Facilities is required for major repair or replacement of any donated items.
4. Purchases with Donated Funds. Prior to the purchase of items using donated funds, principals shall review applicable Purchasing policies (e.g., P3300 –Vendors, P3304 – Authorization to Purchase, P3307 – Credit Procurement Cards, etc.) and consult with the Purchasing Department to determine specifications and/or recommendations as warranted. All funds donated to a campus shall be deposited in an account at the campus, with the exception of library gift funds. Library gift funds shall be deposited with the cashier of USD 259, and orders for books shall be completed according to directions from Library Media and Textbook Services.

5. Donation Receipts. All donations become the property of the Wichita Public Schools, a non-profit public school district. Receiving campuses or district offices shall provide donors with IRS receipts at the time donations are received. The official USD 259 donation receipt form is located on the Marketing and Communications portal site. IRS receipts include a brief description of the item(s) donated. Donors are responsible for assessing the value of donations for IRS purposes.
6. Fixed Asset System: New and Used Items Valued at \$2,000 or More. New technology, equipment, furniture, and machinery that meet standards described in P3355 - *Fixed Asset Accounting System* shall be reported to the supervisor of Fixed Assets. Used technology, equipment, furniture, and machinery donated to the district that does not meet the \$2,000 threshold are not to be reported to the supervisor of Fixed Assets.
7. Maintenance. Any donated item accepted through the above approval process will receive minor and routine maintenance until the department that provides such services deems the maintenance cost-inefficient and/or the item obsolete. Items not meeting standards or installed without receiving prior approval may be removed.
8. Permission to Accept Chemicals, Scientific/Medical Equipment and Animals: Acceptance of chemicals, scientific and/or medical equipment, and animals requires the prior approval of both the building principal and the Director of Environmental Services. All donations of chemicals must meet appropriate standards for use in an educational setting. All equipment must meet district standards for computer technology, including stand-alone units, and as appropriate, must be able to support the district's standard anti-virus software in order to manage risk throughout the system. No exceptions will be granted without written approval of the Director of Environmental Services, the Chief Information Officer, or a designee. Such approval may also be granted by e-mail or other electronic means. Principals shall consult with the Chief Information Officer or designee to determine maintenance status. Donations of animals must also be approved by the Director of Environmental Services.
9. Other Fund-Raising and Donations. Other fund-raising and donations are governed by the following Board policies: P1408 – *Commercial or Proprietary Functions*; P1409 – *Employee Fund-Raising Campaigns*; P1410 – *Financial Campaigns and Money-Raising Projects*; P1411 – *WPS Gift Funds*; and P7105 – *Private Funding of Building and Site Improvements*.

The Board attorney has approved this policy in form and content.

Administrative Responsibility: Operations Division

Latest Revision Date: August 2013

Previous Revision Date: December 2011 P1412