



Conejo Valley Unified School District Business Services

Procedures for Accepting Cash and/or Equipment Gifts

The *Request for Acceptance of Gift* form used when submitting cash/equipment donations has been revised as of 06/24/2017. Please discard old forms. The new form will be emailed to all office managers as a fillable PDF document and may be completed on the computer. Please note that cash gifts must include two (2) signatures, though electronic signatures are acceptable.

Procedures for Submitting Cash Gifts:

All cash gifts are to be recorded on two forms:

1. *Request for Acceptance of Gift* form
2. *Collection of Monies* transmittal form,

The cash/check along with both forms should be sent to Fiscal Services.

Note: Please keep cash gift monies on a separate *Collection of Monies* transmittal from other money collected at the site. Example, if you submit three different cash gifts, each one should be recorded on a separate *Request for Acceptance of Gift* form; however, all three of those donations could be recorded on one *Collection of Monies* transmittal, but no other types of money should be listed on that form.

As per Board Policy, Fiscal Services will prepare a detailed monthly report for Board of Education approval. Once approved, the funds may be expended. The Business Office will send a letter to the donator thanking them for the donation.

Procedures for Submitting Equipment Donations:

Equipment should be reviewed by the Director of Planning/Maintenance prior to submission. Once approved, please forward to Purchasing. Purchasing will prepare a detailed monthly report for Board of Education approval. Once approved, the equipment may be used/installed. Reminder: DO NOT PUT A DOLLAR VALUE ON EQUIPMENT DONATIONS.

If there are any questions, please contact the Business Office.



CONEJO VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFTS

As per Board Policy 3290 – Gifts, Grants & Bequests: All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee’s discretion, a gift may be used at a particular school.

CASH GIFTS: *(Requires two signatures and must be sent to Fiscal Services daily.)*

Note: Gifts for cash/check must indicate specific use of funds. Unless specifically indicated by the donating party, gifts shall be accepted and spent for the specific purpose in the school year they are received

- I. School/Dept.: _____ Amount of Gift: _____ Date Received: _____
- II. Donor Name: _____ Email: _____
Address: _____ State: _____ Zip Code: _____
- III. Purpose *(Do not write “donation/gift”. Indicate specific use of funds):* _____
- IV. Account to be credited: _____
- V. Site Administrator receiving the cash/check: _____
- VI. Administrator Verification: _____
Principal or Site Administrator

EQUIPMENT GIFTS: *(Send to Purchasing.)*

Note: Equipment, construction, and other gifts that require installation or construction must be reviewed by the Director of Planning/Maintenance prior to submission for Board of Education consideration.

- I. School/Dept.: _____ Date: _____
- II. Donor Name: _____ Email: _____
Address: _____ State: _____ Zip Code: _____
- III. Item(s) Donated: _____
- IV. Anticipated Use for Gift: _____
- V. Model No: _____ Condition: _____
- VI. Does the gift require installation or other District cost? Yes [] No []
- VII. If YES, what is the approximate one-time cost? _____ Approx. annually-recurring costs? _____
- VIII. Acceptance Requested by: _____ Date Submitted _____
- IX. Reviewed by: _____ Date Reviewed _____
Director of Planning/Maintenance/Technology Services

BOARD ACTION FOR CASH AND/OR EQUIPMENT GIFTS *(District Office Responsibility)*

Date of Meeting: _____ Accepted: Yes [] No []