



Administrative Procedure

Category:	Procedure:	
Fiscal Management	Gifts and Bequests	
Descriptor Code:	Issued Date:	Revised Date:
AP-D-130	June 1997	February 1999

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Gifts other than cash, whether to an individual school or to the school system, should be referred, in writing, to the Superintendent for consideration of appropriateness or usefulness. If the Superintendent (or designee) has doubts concerning the appropriateness or usefulness of an offered gift, the gift may be declined or referred to the Board of Education (the Board) for disposition. The written referral to the Superintendent should be from the involved principal or system representative, or from the individual(s) or organization wanting to make the gift.

If the gift is a contribution of equipment, supplies, or services that may involve major costs for installation, maintenance, warehousing, or continuing financial commitments from school or system funds, it shall be presented by the Superintendent to the Board for consideration and approval.

Questions should be directed to the Finance Department at 594-1676.