

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>GIVING OF GIFTS TO SCHOOL</p>	<p>REGULATION NUMBER: 2175-1</p> <p>DATE OF ISSUE: 06/18/80</p> <hr/> <p>REVISIONS: 10/03/97</p> <hr/> <p>PREPARING OFFICE: ASSOCIATE SUPERINTENDENT</p>
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I. PURPOSE:

To establish a procedure for acceptance of gifts to the school district.

II. SELECTION OF GIFTS:

- A. The items considered should be studied from the standpoint of safety.
- B. The principal will be consulted for input regarding the type of equipment needed in the school and the location for such equipment.
- C. The school supervisor in whose department the item will be used will be consulted in the use of various kinds of equipment and the unit most suited for use in the schools.
- D. The proper department will be contacted for assistance in identifying the proper location for equipment on the playground or in the building.
- E. Gifts of the type that must be connected to the school service systems, such as electric water coolers, gas stoves, etc., should not be purchased without first consulting the director of central services and facilities planning. After installation, the maintenance of these units becomes the responsibility of the Operation and Maintenance Department.
- F. Approval of the administrative staff must be obtained before purchasing gifts which will require the expenditure of school district funds and use of Operation and Maintenance Department staff to install in the schools.

III. ACCEPTANCE OF GIFTS:

- A. Gifts to the school of property or equipment in excess of \$2500; monetary gifts from PTOs, PTAs, or business partners in excess of \$1000; and monetary gifts from all others in excess of \$100 will be accepted in one of the regularly scheduled meetings of the Board.
- B. Gifts from PTOs, PTAs, or Business Partners may be accepted by the building principal subject to the following guidelines:

1. The gift is monetary and is less than \$1000.
 2. The gift is property or equipment and is less than \$250 in value
 3. Monetary gifts designated for the purchase of equipment still require Board approval.
- C. Gifts from individuals or other organizations may be accepted by the building principal if the value does not exceed \$100 in any one year.
- D. All gifts of money will be processed through the receiving school's Board-approved activity fund.
- E. The receiving building's principal shall ensure all tangible gifts with value in excess of \$250 are assigned a fixed asset inventory number and its receipt is duly recorded in the district's fixed asset inventory.
- F. Gifts become the property of the school. Such items normally shall not be transferred to another building unless replaced with an equal or superior unit or disposed of by the school district unless it is worn out or unserviceable.