

## District Gift and Donation Instructions

### Gifts of Money

1. **Complete** a TISD Gift and Donation Report form. Attach check or money to the form and deliver to the Financial Services for processing. Please include account number to credit, contact person for donation letter and any instructions as to restrictions placed on the donation by the donor.
2. Financial Services will deposit into the appropriate bank account and credit the account code indicated.

### Gifts Other Than Money

1. **Complete** a TISD Gift and Donation Report form with complete description of the donation, serial numbers, donor's name and address, and donor's estimated value and forward to Financial Services.
2. A donation of any type of computer equipment will require approval from the Director of Technology Services before acceptance. Maintenance and compatibility of this equipment will be accessed before it can be accepted.
3. Donations of musical instruments will require approval of the Director of Visual and Performing Arts.

### Approvals

Donations less than \$5,000 will be approved by the Superintendent. Donations of \$5,000 and above are required by Board Policy (CDC Local) to be approved by the Board prior to acceptance.

Financial Services will forward the donation form to the Superintendent for approval and if greater than \$5,000, prepare an agenda item to request Board approval.

A letter acknowledging donations of \$250.00 or greater, in compliance with IRS regulations will be mailed by Financial Services to the donor.

## District Gift and Donations Frequently Asked Questions

### **If someone wants to make a donation, do I have to wait until I get approval before I can accept the donation?**

*In most cases, you can go ahead and accept the donation. If you receive a monetary donation, wait until the donation is officially accepted before spending it. In addition, there will be times that you need to wait and check before accepting the donation. For example, if the donation is something like used computers, you will need to check with John Orbaugh in Technology Services to be sure we can use the equipment before accepting it. If we accept items that turn out to be unusable, we end up having to go to the trouble and expense of disposing of them. Items such as this should never be accepted by anyone other than the principal.*

### **How do I know when I need to report and obtain approval for a gift or a donation?**

*All donations of any type are to be reported, i.e. monetary gifts, equipment, land, buildings, personal services, shares of stocks, or any other item. All monetary donations must be forwarded to Financial Services for deposit, along with a properly completed donation form.*

### **What if the PTA buys things for the school?**

*It needs to be reported on a TISD Gift and Donation Report form.*

### **What about fundraisers like candy sales, book fairs, or rock-a-thons?**

*If the school does the fundraiser, then it does not have to be reported. If the PTA does the fundraiser and then donates the money, it needs to be reported as a donation from the PTA.*

### **What if we receive a grant from a business or corporation such as Target, Sam's, or Junior League, with the money going into a campus account?**

*Notify Ruth York in Financial Services if awarded and complete a TISD Gift and Donation Report form.*

### **What if a teacher writes a grant and the money goes to him or her?**

*If the check is made out to the teacher directly and she has sole discretion as to its use, you do not have to report it. If the money goes into a TISD account, it should be reported on a TISD Gift and Donation Report form.*

### **What about grants we receive from TEA or other governmental agencies?**

*If it is a grant such as Title I, or another grant that we always receive and count on for our basic program, it does not need to be reported. If it is a competitive grant, the Board should be notified. When in doubt, report it on a TISD Gift and Donation Report form, and Financial Services will make a determination when we get the report.*