

## FINANCIAL MANAGEMENT

### GIFTS

Equipment and material, which are donated to a school or are brought to the school for temporary use shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal shall be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal shall indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Any gift presented to the district shall satisfy the following criteria:

- A. Purpose or use consistent with philosophy and programs of the district;
- B. Minimum financial obligation to district for installation, maintenance and operation;
- C. Free from health and/or safety hazards;
- D. No direct or implied commercial endorsement.