

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

ALL WEB-BASED DONATIONS
REQUIRE PRE-APPROVAL
See routing list below

WEBSITE
DONATION
APPROVAL FORM

Site:

Date:

Requestor:

Principal/Supervisor's
Approval:

DONATION REQUESTED:

Any checks should be made payable to SLCUSD and submitted by site secretary on Donations Form. Non-monetary donations are subject to district preapproval to ensure they meet our guidelines. Please follow District policies with regard to purchasing. (W/Reference/Clerical Procedures Manual)

Which donation website are you using?

What is being requested?

Price per item.

Where will this be used?

If Technology, please provide specific description - (must be PREAPPROVED by IS&T):

How will this be used?

Routing to: Fiscal Services - Debbie Houseman
IS&T - Natalie Santos

DONATION RULES

All items/money donated for school use are considered property of San Luis Coastal Unified School District.

- You CANNOT use district funds to "donate" to a cause, even if it supports your own school site. This would give the appearance of a gift of public funds, which is prohibited in Government Code.
- You CANNOT claim reimbursement for a donation made with your own funds, because you would still be using district funds for this reimbursement; another gift of public funds. The IRS would also have a problem with this because you could potentially claim a tax deduction while also being reimbursed by the district.
- You and your staff CAN donate to your own cause with your own dollars, but you cannot ask for reimbursement from the district.
- PTAs CAN donate to a school district funding request because they are outside the district.
- ASBs CANNOT donate to a school district request because they are part of the district (gift of public funds).
- When requesting devices or software you must first get approval from IS&T to make sure it will be supported.
- Items requested over \$500 must be inventoried and tagged by Fiscal Services or IS&T. These items belong to the school district and will be added to our inventory list. Please make sure we are aware of any item that has a value of \$500 or more per item.