

**TO: ADMINISTRATORS, DIRECTORS, CURRICULUM SPECIALISTS, and OFFICE STAFF**

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs  
Marilyn Moore, Associate Superintendent for Instruction**

**SUBJECT: GIFT REPORTING PROCEDURES**

All gifts, grants, and bequests to your building and/or the District should be submitted for acceptance by the Board of Education. **Report ONLY gifts valued at more than \$50.** The recommendation will be made to the Board prior to acceptance of any gift, per Policy 3410 and Regulation 3410.1. Gifts are to be reported on the Gift Reporting Form (BA0001) that can be accessed from the LPS website.

**LPS staff cannot estimate, assign, or document the monetary value of donated items.** Donors needing documentation, for income tax or other purposes, of the monetary value of donated items must obtain an appraisal from an independent qualified source. It is the donor's responsibility to secure and pay for any such appraisal.

The following procedures should be followed when completing the form:

1. The form consists of two parts – the Gift Report Information Sheet and the Gift Reporting Form. **The administrator/specialist/director signs and dates the Gift Reporting Form. That is the only information placed on this sheet at the department/building level. All other information is to be placed on the Gift Report Information Sheet.** This can be either typed or written clearly.
2. All gifts of instructional items, over \$50 in value, received by a school building or the LPSDO Instructional Division must be submitted to the Associate Superintendent for Instruction, Box 22, LPSDO. NOTE: If the gift involves books, you must include a list of books being donated OR being purchased with donated funds. The Instruction Office will verify all necessary central office information, check signatures, and complete the Gift Reporting Form for presentation to the Board from the information provided on the Gift Report Information Sheet.
3. **REMINDER: GIFTS SHOULD NOT BE RECEIVED AT THE SCHOOL UNTIL FORMAL APPROVAL/ACCEPTANCE BY THE BOARD OF EDUCATION. PUBLICITY RELEASES AND/OR ANNOUNCEMENTS MADE TO THE COMMUNITY SHOULD NOT PRECEDE ACTION OF ACCEPTANCE BY THE BOARD OF EDUCATION.**

4. Money received as a gift shall be deposited as per BA #7.
5. **DO NOT REPORT** consumable gifts such as food coupons/certificates to be redeemed for a food item, foods donated to teaching staff during parent/teacher conference time, bookmarks, or coupon rewards given directly to students.
6. Upon Board approval, the school will receive a copy of a letter sent to the donor from the Superintendent acknowledging the gift. This copy is your authorization to proceed with purchase, installation, ceremony, etc., to secure your gift.

**Items that are no longer accepted by Lincoln Public Schools due to obsolescence, maintenance issues, and disposal costs include:**

- Copy machines
- Fax machines
- Printers (laser or ink-jet)
- Televisions
- Cameras
- Radios/boom boxes
- Cell phones
- VCR/DVD players
- Record players
- CRT computer monitors (LCD monitors are accepted)
- Typewriters
- Computers (unless Windows machines with XP operating system or Apple Mac with OSX operating system)
- Sofas or residential upholstered furniture of any kind (fire code issue)

**NOTE: Questions regarding these procedures can be directed to either the Instructional Office at 436-1626 or the Business Affairs Office at 436-1636.**

**Please note: Form #521995 is no longer used. Please report gifts on form BA0001 found on the LPS website.**

**GIFT REPORT INFORMATION SHEET**  
**Office of Business Affairs**  
**Lincoln Public Schools**

**INSTRUCTIONS**

1. Complete all the information for the gift on this Gift Report Information Sheet. All information should be typed or clearly printed. **DO NOT PUT THIS INFORMATION ON THE GIFT REPORTING FORM** (the second page of this form).
2. Print out both pages and have the administrator/director/specialist sign the Gift Reporting Form. Send **BOTH SHEETS** to the Instruction Department, Box 22.
3. The board meetings are held on the 2nd and 4th Tuesdays of each month. Gifts will be presented in accordance with that schedule.
4. If you have a gift which you will receive before board acceptance, contact the Instruction Office at 436-1626.
5. **LPS staff cannot estimate, assign, or document the monetary value of donated items.** Donors needing documentation, for income tax or other purposes, of the monetary value of donated items must obtain an appraisal from an independent qualified source. It is the donor's responsibility to secure and pay for any such appraisal.

-----  
Please provide the following information related to the gift you will receive:

**DONOR INFORMATION:**

Company/Organization Name \_\_\_\_\_

Contact Person (Donor Name) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

**GIFT FROM:**     VIP     Parent     Student     Staff     PTA/PTO/Booster Club     Retired Staff  
 Community Member/Agency     Other \_\_\_\_\_

**DESCRIPTION OF DONATION** (If the donation is money, state the amount of money):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check if donated item is in used condition.

**SUGGESTED USE** (How will the gift/money be used?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GIFT REPORTING FORM**  
**(This form is page 2 of the Gift Report Information Sheet)**  
**Office of Business Affairs**

Per LPS Board Policy 3410, all gifts must be submitted to the board of education for approval as per the instructions in Business Affairs Bulletin #14 issued annually.

This is the second page of a two-part form. The Gift Report Information Sheet is the first page. **The administrator at the receiving location need only to fill out the signature and date sections of this page.** All other information is recorded on the Gift Report Information Sheet.

FOR ADMINISTRATION USE ONLY • FOR ADMINISTRATION USE ONLY • FOR ADMINISTRATION USE ONLY • FOR ADMINISTRATION USE ONLY

**Donor Information:** Company/Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

**GIFT FROM:**  VIP  Parent  Student  Staff  PTA/PTO/Booster Club  Retired Staff  
 Community Member/Agency  Other \_\_\_\_\_

**Description of Donation** (If money, state amount of money):  
\_\_\_\_\_  
\_\_\_\_\_

Check if donated item is in used condition.

**Suggested Use** (state school and program):  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Building/  
Program Administrator \_\_\_\_\_

FOR ADMINISTRATION USE ONLY • FOR ADMINISTRATION USE ONLY • FOR ADMINISTRATION USE ONLY • FOR ADMINISTRATION USE ONLY

**Approved By:**

**1. Maintenance** Installation Cost Estimate \$ \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Supervisor of Maintenance \_\_\_\_\_

---

**2. Instruction Division**  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

---

**3. Business Affairs**  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_