



**Responsible Office:** Office of Business & Financial Services

## **PURPOSE**

This administrative procedure describes the process for tracking of donated assets by the Property Control Department ("Property Control") in the Washoe County School District ("District" or "WCSD").

## **PROCEDURE**

1. Donated assets include, but are not limited to, computers, furniture, office equipment, land and buildings.
  - a. Any donation must include a letter from the donor describing what is being donated and the estimated value.
    - i. If the donated item has a serial number, it must be documented in the donation letter.
    - ii. Any land donations must include the Assessor Parcel Number (APN).
  - b. All donation letters must be signed and dated by the donor.
  - c. The District does not accept donations of hazardous waste or obsolete electronics. This includes, but is not limited to, computers, monitors and televisions.
2. Property Control will assign the donated asset a green donation bar code tag after the receipt of a donation letter.
  - a. A donated asset will be inventoried and tracked by the site or department in the same process as a purchased item. If the value is above one thousand dollars (\$1000), Property Control will also track and inventory the asset.
3. Any donated assets become the property of WCSD and may be used in any application the District deems appropriate. This is to say the donated asset does not belong to a specific site, department or staff member. If the donor specifies a site or department the donation is being made to, every effort will be made to honor their request.

## **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

- a. Board Policy 3440, Equipment and Property.
- 2. This administrative procedure complies with Nevada Revised Statutes (NRS) Chapter 354, Local Financial Administration, and specifically:
  - a. NRS 354.625, Records relating to property and equipment; control of inventory

**REVISION HISTORY**

Date	Revision	Modification
1/24/2020	1.0	Adopted