



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1e

Meeting Date: November 19, 2015

Subject: Approve State of California Department of General Services Application for Donation of Computer Equipment for Sutter Middle School (Olga Simms)

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Area Assistant Superintendents Office

Recommendation: To receive Board approval so Sutter Middle School can receive donation.

Background/Rationale: State of California is donating computer equipment to Sutter Middle School; require SCUSD Board approval.

Financial Considerations: N/A

LCAP Goal(s): Family and Community Engagement

Documents Attached:

1. State of California, Eligibility Application
2. Record of Donations and Gifts

Estimated Time of Presentation: N/A

Submitted by: Cristin Tahara-Martin, Interim Principal, Sutter Middle School

Approved by: Olga Simms, Area Assistant Superintendent

RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. <u>Cristin Tahara-Martin</u>	<u>Interim Principal</u>	<u>[Signature]</u>	<u>Cristin-Tahara-Martin@scusd.edu</u>
<u>JAMES EDER</u>	<u>Interim Asst. Principal</u>	<u>[Signature]</u>	<u>JAMES-EDER@scusd.edu</u>
<u>BRAUNWYN JUHLIN</u>	<u>OFFICE MANAGER</u>	<u>[Signature]</u>	<u>BRAUNWYN-JUHLIN@scusd.edu</u>
<u>TRACY FEICKERT</u>	<u>Office Tech. III</u>	<u>[Signature]</u>	<u>TRACY-FEICKERT@scusd.edu</u>
<u>Rob Lessler</u>	<u>Counselor</u>	<u>[Signature]</u>	<u>Rob-Lessler@scusd.edu</u>

***Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this _____ day of _____, 20____, by the Governing Board of the:

_____ by the following vote: AYES: _____; NOES: _____; ABSENT: _____
 Agency Name

I, _____ Clerk of the Governing Board known as _____

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principap office of the Governing Board.

Signed by: _____

 Name of Organization

 Mailling Address

 City

 Zip Code

 County

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY

C. AUTHORIZED this _____ day of _____, 20____, by: _____
 Signature of Administrative Officer

 Printed Name of Chief Administrative Officer Title

 Organization Name Street Address

 City ZIP Code County

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: _____

STATE OF CALIFORNIA
NEW APPLICATION FOR ELIGIBILITY
STATE & FEDERAL SURPLUS PROPERTY PROGRAM

In completing this form please print or type information.

A. Name of Organization Sutter Middle School Telephone (916) 264-4150
Address 3150 I Street City Sacramento County Sacramento Zip 95816
E-Mail Address Cristin-TAHARA-MARTIN@susd.edu Fax Number (916) 264-3436

1. Application is being made as a (please check one) (a) Public agency or (b) qualified nonprofit and tax-exempt organization . Check all spaces that apply and provide all requested data.

B. PUBLIC AGENCY: Check either state or local

Conservation
 Economic Development
 Education
Grade Level 7-8
(Preschool, K-12, college)
Enrollment 1204
No. of faculty 85
No. of days in school year 180
 Parks & Recreation
 Public Health
 Public Safety
 Two or more of above
 Other (specify) _____

NONPROFIT AGENCY OR ORGANIZATION:

Education
Grade Level _____
(Preschool, K-12, college)
 School for the mentally or physically handicapped
Enrollment _____
No. of faculty _____
No. of days in school year _____
No. of school sites _____
 Educational radio or television station
 Museum
 Library
 Medical institution
 Hospital
 Health center
 Clinic
 Other (specify) _____

1. Are the applicant's services available to the public at large? YES If only a specified group of people is served, please indicate who comprises this group. _____

2. Checklist of signed and completed documents submitted with this application:

SASP Form No. 202 "Resolution," properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California.
 SASP Form No. 203, nondiscrimination compliance assurance.
 Certification Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion as required by the General Services Administration of the U.S. Government.
 Other statements or documentation required, as may be specified.

Printed Name and Title of Administrator or Director: Cristin Tahara-Martin
Date: 10/28/15 Signature of Administrator or Director: [Signature]

FOR STATE SURPLUS AGENCY USE ONLY

Application approved _____ Application disapproved _____

Comments or additional information: _____

Date: _____ Signed: _____

Donee Number: _____ Billing Code: _____

New Application Checklist

- State Agency
- City
- County
- Special District
- Public School / District

Applicant Name: Sutter Middle School

Form 201 – Application	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 202 – Resolution	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 203 – Non-Discrimination Certification	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 204 – Racial and National Origins of all Persons within Your Service Area	Yes <input type="checkbox"/> No <input type="checkbox"/>
Debarment Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sign and Date Terms and Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of State/Public Agency Status (Listing in State Directory etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current CBEDS or WASC (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Return Completed original application and all Required Documentation to 1700 National Drive Sacramento, CA 95834 (Please maintain a copy for your records)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Notes:

Reviewed by: <u>CRISTIN TAHARA - MARTIN</u> Date: <u>10/20/15</u>	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Expires:
Donee Number:	Billing Code:

**ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF
THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL
PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED,
SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED,
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED
AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975**

Sutter Middle School, (hereinafter called the "donee"),
(Name of donee organization)

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date 10/28/15 Sutter Middle School
Donee Organization

BY 
(President/Chairman of the Board
or comparable authorized official)

Sutter Middle School
3150 I Street
SACRAMENTO, CA 95816
Donee Mailing Address

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

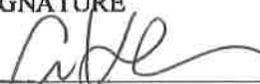
This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, in eligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT	
<u>Cristin Tahara-Martin</u>	
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
<u>Cristin Tahara-Martin Interim Principal</u>	
SIGNATURE	DATE
	<u>10/28/15</u>

**Certifications and Agreements including Terms, Conditions, Reservations and Restrictions to be included
On Agency Issued or Distribution Documents**

A) The Donee Certifies That:

- 1) It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
- 2) The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the CSASP.
- 3) Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
- 4) Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41 USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
- 5) If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise: and the Donee certifies to A. (3), (4) and (5).

B) The Donee Agrees to the Following Federal Conditions:

- 1) All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year or receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.
- 2) Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
- 3) In the event the Donee does not use the property as required by Sections C (1) and (2) below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.

C) The Donee Agrees to the Following Conditions Applicable to Items with a Unit Acquisition Cost of \$5,000 or More and Passenger Motor Vehicles, Regardless of Cost. Except Vessels 50 Feet or More in Length and Aircraft Regardless of Acquisition Cost:

- 1) The property shall be placed in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
- 2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
- 3) In the event the property is not so used as required by Sections C (1) and (2), at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.

D) The Donee Agrees to the Following Terms, Reservations and Restrictions:

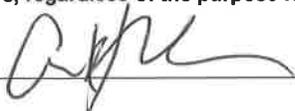
- 1) From the date it receives the property and throughout the time period(s) imposed by Sections B and C (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by Sections C or D as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
- 2) If at any time, from the date the Donee receives the property throughout the time periods by Sections B and C as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.
- 3) The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
- 4) At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.

E) The donee Agrees to the Following Conditions, Applicable to all Items of Property:

- 1) The property acquired by the Donee is on an "As Is," "where is" basis, without warranty of any kind.
- 2) If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.

F) Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 Feet or more in length having an acquisition cost of \$5,000 or more in length or more, regardless of the purpose for which acquired.

SIGNATURE: _____



DATE: _____

10/28/15

STATE OF CALIFORNIA
NEW APPLICATION FOR ELIGIBILITY
STATE & FEDERAL SURPLUS PROPERTY PROGRAM

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national origins of individuals you serve in your service area (it may be helpful to refer to the US Census to determine the racial makeup of your service area at www.factfinder.census.gov/). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

American Indian or Alaskan Native % <u>6</u>	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian / Pacific Islander % <u>17</u>	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
Black % <u>7</u>	Persons having origins in any of the black racial groups of Africa.
Hispanic % <u>34</u>	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White % <u>31</u>	Person having origins in any of the original people of Europe, North Africa, or the Middle East.
Other % <u>5</u>	(Specify) _____

Print Name Cristin Tahara-Martin

Title Interim Principal

Signature 

Date 10/28/15



RECORD OF DONATIONS AND GIFTS

(Instructions provided on reverse side)

Name of Donor: State of California/Delta Stewardship Council

Address: 980 9th Street, Suite 1500

City/State/Zip Code: Sacramento, CA 95814 Phone Number: 916-445-4560

Email: cthomason@deltacouncil.ca.gov

Part 1 – Donation Information

I/We wish to donate to Sutter Middle School school site/department for the following program, grade, or activity (*including Student Council, ASB, or school club*), to be used in various rooms at Sutter Middle School.

Type of Donation

- Cash/check \$ _____ (*Please make checks payable to the school or SCUSD*)
- Supplies, equipment, property, etc. (*estimated value*) \$ Value not known
- Sponsorship \$ _____

Please check the box below that applies to this donation

- Donation is intended for a group/organization accounted for within the school's Student Body Fund (ASB). The donation (check/cash) will be deposited into the Student Body Fund account.
- Donation is unrestricted or intended for a District program (includes school site events/activities, not intended for school's groups/organizations.).

Part 2 – Donation Other than Cash - Equipment, vehicles, materials (*examples: paint, cleaning products, lab materials, used technology, etc.*) and instructional materials must be inspected/evaluated by the appropriate district official and cleared before Board approval and acceptance. Please contact the appropriate department for an inspection or evaluation appointment.

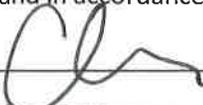
Description of Donation/Gift (Complete description of article, including serial number, etc.) Please see attached description of items donated to Sutter Middle School

District Official Inspection: Cleared Not Cleared Signature: _____

Part 3 – Tax Receipt - This form is a temporary receipt until the Board acts to formally accept the donation. Upon Board acceptance a letter will be issued to Donor at the address listed on this form.

Part 4 – School Site/Department Representation

I understand the legal title to the funds/property being donated transfers to public funds and the property of the District. The District will ensure the donation is used as intended and in accordance with state and federal laws.

Administrator Name: Cristin Tahara-Martin Signature:  Date: 11/12/15

Send form to Accounting Services Box 802-A

Business Services Use Only:
Budget Code: _____ Amount: \$ _____ Date Posted: _____

Sacramento City Unified School District welcomes donations for our schools, and encourages community partnerships. Upon the recommendation of the school/department administrator, the Governing Board must formally approve and accept donations. Our Board evaluates donations for any conditions or restrictions imposed by the donor with respect to district goals, strategies, and success of our students.

Distribution of this Form

1. Copy to donor (preliminary receipt)
2. Retain copy at site/department for your records
3. Send a copy to Accounting Services Box 802-A. **Include the following:**
 - a. If donation is unrestricted or intended for a District program, include cash/check and Detail Deposit Form (ACC-F017) with your Record of Donations and Gifts form.
 - b. If donation is intended for a group/organization accounted for within the school's Student Body Fund (ASB), deposit (check/cash) into the Student Body Fund account. Forward to Accounting a copy of the ASB Deposit Summary Form (ACC-F019) and deposit slip with your Record of Donations and Gifts form.

All Donations and Gifts

- This form must be completed by the donor and receiving school/department administrator if donation or gift is recommended to meet the needs of the district's vision and philosophy for students.
- All funds, property, or goods donated become public funds and the property of the District, and should be used for the purpose for which they were donated and in accordance with state and district policies.
- All donations must be approved and accepted by the Governing Board before a donation budget is established for the individual school/department for the donated amount.
- For more information, please refer to the district's Donation and Gift Guidelines.

Supplies and Other Gifts

- Gifts that consist of supply items should be held by the accepting administrator until Board acceptance. After the Board has accepted the gift, supply items may be forwarded to the intended recipient.
- Any type of supplies or materials (instructional and non-instructional) (examples: paint, science lab materials, cleaning products, etc.) that should be inspected and evaluated for health and welfare of students must receive clearance from the district official using the Record of Donations and Gifts form before Board approval and acceptance.
- For more information, please refer to the district's Donation and Gift Guidelines.

Cash/Checks

- Forward a copy of the Record of Donations and Gifts form with cash/check. (See instructions above under "Distribution of this Form.")
- Upon Board approval, the funds will be credited to your site's donation account.

Equipment or Vehicles

- Gifts of equipment, including used technology, or vehicles must receive clearance from the appropriate department administrator in charge of inspection for the specific type of gift before going to the Board for approval and acceptance.
- Equipment or vehicles not cleared for acceptance should be returned to the donor immediately by the receiving administrator. Please write "VOID" over the form and retain a copy at your site/department.

Board Acceptance

- Following completion of the process above, all donations or gifts will be formally accepted by the Board and a donation acknowledgement letter will be issued as the donor's official receipt.

Surveyed Equipment List
(School)

Item Detailed Description (Model Year/Manufacturer/Make Serial Number)	Quantity
2013/HP/Compaq LA2006x/CNC308QM96	1
2013/HP/Compaq LA2006x/CNC308QMGD	1
2013/HP/Compaq LA2006x/CNC308QM99	1
2013/HP/Compaq LA2006x/CNC308QM73	1
2013/HP/Compaq LA2006x/CNC308QM72	1
2013/HP/Compaq LA2006x/CNC308QM6V	1
2013/HP/Compaq LA2006x/CNC308QMGK	1
2013/HP/Compaq LA2006x/CNC308QMH1	1
2013/HP/Compaq LA2006x/CNC308QMG4	1
2013/HP/Compaq LA2006x/CNC308QM79	1
2013/HP/Compaq LA2006x/CNC308QMGN	1
2013/HP/Compaq LA2006x/CNC308QM97	1
2013/HP/Compaq LA2006x/CNC308QMG9	1
2013/HP/Compaq LA2006x/CNC308QM71	1
2013/HP/Compaq LA2006x/CNC308QM9B	1
2013/HP/Compaq LA2006x/CNC308QMGQ	1
2013/HP/Compaq LA2006x/CNC308QMG6	1
2013/HP/Compaq LA2006x/CNC308QMHS	1
2013/HP/Compaq LA2006x/CNC308QMGZ	1
2013/HP/Compaq LA2006x/CNC308QMHK	1
2010/HP/Compaq LA 1905wg/ CNC01300DD	1
2010/HP/Compaq LA 1905wg/ CNC013003T	1
2010/HP/Compaq LA 1905wg/ CNC013000H	1
2010/HP/Compaq LA 1905wg/ CNC013000B	1
2010/HP/Compaq LA 1905wg/ CNC013003W	1
2010/HP/Compaq LA 1905wg/ CNC013018L	1
2009/HP/L2045w/CNT90423JS	1
2009/HP/L2045w/CNT90423HW	1
2009/HP/L2045w/CNT90423JQ	1
2009/HP/L2045w/CNT90423JH	1
2008/HP/L2045w/CNT85220JF	1
2008/HP/L2045w/CNT8522021	1
2008/HP/L2045w/CNT85221BH	1
2008/HP/L2045w/CNT8522024	1
2008/HP/L2045w/CNT85221BH	1
2008/HP/L2045w/CNT85220JD	1
2008/HP/L2045w/CNT85220JJ	1
2008/HP/L2045w/CNT85220W7	1
Box of DVI cables	1 Box
Box of Printer cables	1 Box
Box of Power Supply cables	1 Box
Box of VGA cables	1 Box
Keyboards	13
Mouse	23