

## DONATED PLAYGROUND EQUIPMENT

REGULATION  
CDC

The following guidelines will be used when accepting donated playground equipment.

Board Policy states that the Board of Trustees reserves the authority to accept any gift of money or property with a value of \$2,500 or more. Since property of this type typically exceeds \$2,500, Board policy CDC(LOCAL) must be strictly adhered to. Further guidance may be found in the Administrative Regulation covering donations to the District.

In addition to Board policy, other legal requirements and prudent business practices must be followed. As detailed below, competitive bidding requirements and appropriate risk and safety management practices must be followed.

### DONATION OF FUNDS AND/OR PROPERTY

1. An agenda item describing the property or amount of cash is presented to the Board of Trustees for approval. Form AF-113 and the designated project form must be submitted with the agenda item. The descriptions must be adequate in order to make an informed decision. The project form will follow the project from approval to completion. Approval by the Board must be requested for acceptance of the gift as well as the amendment of the operating budget. The amount of the gift must be sufficient in amount to cover the cost of the equipment, other materials required by law, and installation.
2. It is recommended that the individual or group donate cash for the project instead of the equipment itself. It is more cost efficient for the District to handle the purchasing, installation, and management of the project.
3. Upon approval of the donation by the Board, the project form is routed to the Purchasing Department. If the District purchases personal property (of the type donated) exceeding \$25,000 in any 12-month period, competitive bidding laws must be followed. The equipment must be purchased from a vendor approved by the District. The Purchasing Department will coordinate with other departments as necessary (see Item #4 below).
4. The equipment must be deemed age-appropriate and that it meets all federal and state regulations, and is of the kind and quality found in most District facilities. The installation site will be evaluated as to clearance, safety, and easement issues. These evaluations will be made by the District's Maintenance and Operations and Risk Management departments, with proper notations being made on the project form.