

**KILLEEN INDEPENDENT SCHOOL DISTRICT
OTHER GIFTS AND DONATIONS RECEIVED**

CAMPUS/DEPARTMENT:

When funds or an item becomes available to a campus/department as a donation or gift from a private source, campus club, or non-appropriated funds (activity funds), or any outside organization, the following guidelines apply:

- If the item is valued at \$499 or less, or is expendable, has a life expectancy of two years or less, is not a technology related item, the Principal/Department head may decide whether or not to accept the item. If the item is technology related, Technology Services must be consulted.
- If the item is valued at \$500 or greater, has a life expectancy of two years or more, or is regulated by city, state or federal regulatory codes, and is not a technology related item, the Purchasing Director will decide whether or not the item meets District standards and may be accepted. If the item is technology related, Technology Services will be consulted.

Items considered for acceptance as District property will be submitted on the attached Gift/Capital Asset Approval Form and processed as follows:

- The donor will provide make, model, serial number, estimated value and other descriptive data to the Purchasing Department via the Gift/Capital Asset Form along with a photo of the item.
- The Gift/Capital Asset Form will be sent to the Purchasing Department for evaluation and determination of usefulness to the District. The Purchasing Department may forward the information to other departments, as appropriate, for further evaluation and final determination.
- If the item is accepted, the Gift/Capital Asset Form will be sent to Budgetary Services for coding and posting to the General Ledger and returned to Purchasing.
- Property Management will make necessary entries into the Fixed Asset Ledger to officially account for the item.

The Purchasing Department will notify all parties involved whether or not an item(s) is accepted as District property.

EMPLOYEE:

Employees shall declare any gift or donation received, in cash or property, exceeding \$50 in value. If a District employee wins a prize with a value of less than \$50 as part of a District meeting/conference, the employee may keep the prize as long as no additional funds were expended beyond the normal conference fees. All gifts, donations or prizes received by

employees become property of the Killeen Independent School District (unless the employee used their personal funds for the chance to win). The employee may retain possession of the property as long as they are a District employee and utilize the item in their work capacity.

District employees, as a rule of thumb, should not accept gifts from vendors. According to *Texas Local Government Code*, Section 176.001 (2-b), a “gift” means a benefit offered by a person, including food, lodging, transportation and entertainment accepted as a guest. Food offered as part of a District meeting is not considered a gift.

A KISD employee is not prohibited from accepting transportation or lodging expenses or meals in connection with a conference or similar event in which the employee renders services, such as addressing an audience, to the extent that those services are more than merely perfunctory per *Texas Penal Code, Section 36.07, Acceptance of Honorarium*, and District Policy DBD (Legal): *Employment Requirements and Restrictions – Conflict of Interest*.

Items received as part of the District wellness program are exempt from these requirements.

The required gift approval form is located on the Property Management department website. Complete all sections except the “CENTRAL OFFICE USE ONLY” and submit to the Purchasing Department. NOTE: PERSONALLY DELIVER MONETARY DONATIONS DIRECTLY TO BUDGETARY SERVICES. The Purchasing Department will forward this form to appropriate departments as necessary for further evaluation and notify you whether the item(s) has been accepted as District property.

DATE: May 2018
May 2010

CONTACT PERSON: Director for Purchasing Services