



PRJUSD Donation Request Policy

Before you decide to make a request on DonorsChoose or any other donation service or write a grant, please review and follow the process below.

All requests must go through the following process.

1. Get quotes for all items that you will be requesting, including furniture. If you are requesting funding for specific technology items listed below, **you must *first* request a quote from PRJUSD IT Department by putting in a purchase request in the IT Help Desk System. iPads MUST be purchased through the Apple EDU purchase process or you will not be able to use them in your classroom. (See below for instructions on how to use this quote.)**
2. Fill out the **[Gift Proposal Pre-Approval Form](#)**, attach quotes, and turn it into your principal for approval.
3. Once approved, you or your principal must send the **[Gift Proposal Pre-Approval Form](#)** to the appropriate Director for approval at the weekly Director's meeting. If your proposal is approved, the form and quotes will be returned to you.
4. After your items are approved, you may now submit your request to DonorsChoose or your donation service. If you are requesting specific technology from DonorsChoose, you must follow some special instructions from DonorsChoose (see below). If you are using another donation site, please follow their guidelines.
5. When funded, please fill out the **[Donation Receipt Board Approval Form](#)** and attach all prior paperwork, quotes, and invoices.
6. Send copy of completed form and attachments to the CBO Office to be put on the next board agenda.
7. All items, EXCEPT TECHNOLOGY, can be delivered directly to the site. *Technology items must be processed and asset tagged at IT before deployment to your classroom.* Please have all technology items delivered to IT at 2909 Ardmore Road, Paso Robles, CA 93446.

Technology Requests

****Please note that you must include quotes for all items.**

Allowed Items (you must first request a quote from PRJUSD IT Department)	Prohibited Items	Items That Need <i>Prior Approval</i>
iPads (<i>purchased through Apple EDU only</i>)with cases, Apple TV's with cables Chromebooks (with chrome management license) Headsets	LCD Projectors Document Cameras Wireless Printers Desktop computers Windows-based or Mac laptops iPads not purchased from Apple EDU	Tech-based Curriculum Robots/Robotics Programs MOBIVIEWS 3D Printers Software Other tablets

If you wish to request technology items that are not mentioned above, please contact IT before you move forward. Find the list of recommended items and their prices [here](#). Find the list of Presentation and Content Management Software [here](#). For all technology related items, please put in a purchase request work order through the IT Helpdesk Ticket System.

Special Directions from DonorsChoose:

“To create these projects, teachers who have already had many fully funded projects on DonorsChoose.org will see the option to "Create a special request" on their account, where they can upload a price quote from an education specific company.

For any new teachers to DonorsChoose or any teachers who do not see the option on their account, please tell them to reach out to DonorsChoose for help. We'll be able to update their account so they can request their items directly through an education specific company.”

Specifically for iPads, PRJUSD will purchase all iPads funded through DonorsChoose. The invoice and packing slip will be uploaded to the DonorsChoose web site. DonorsChoose will reimburse PRJUSD.

After: Receiving

Materials funded through donations and grants are considered to be the property of the public school classroom and will be sent to the school where the teacher is employed after processing and asset tagging is completed so that they may be used in his/her classroom.

If a teacher leaves a school:

Any materials that have been delivered to the school by default ***should remain at that school*** if a teacher leaves. However, the teacher is welcome to take the materials with him/her to a new school in the district if *both* of these criteria are met:

- The school and students meet the same needs as the students at your former school.
- The principal gives consent for the teacher to take funded materials to use in his/her new classroom.

If a teacher leaves the school district, the materials will be left with the principal.

<p>Approval Flow:</p> <p>Furniture-->Principal-->Director of MOT</p> <p>Curriculum-->Principal--->Director of Curriculum</p> <p>Technology-->Principal--->Supervisor of Ed Tech/Director of IT</p> <p>Classroom Supplies--->Principal only</p>
