

**RESCIND BOARD REPORT 03-0625-PO01  
POLICY FOR THE ACCEPTANCE OF SCHOOL BASED GRANTS AND GIFTS**

**AND ADOPT A NEW POLICY FOR THE ACCEPTANCE OF ALL GRANTS, GIFTS AND DONATIONS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Board rescind Board Report 03-0625-PO01, Policy for the Acceptance of School Based Grants and Gifts, and adopt a new policy for the acceptance of all grants, gifts and donations.

**PURPOSE:** This policy shall establish an acceptance process for all grants, gifts and donations received by any central office, area or school unit. Establishing the administrative requirements in this policy will ensure the uniform implementation and management of all grants, gifts and donations, and also ensure that the Board meets its responsibilities as the grant, gifts or donation recipient.

**POLICY TEXT:**

**I. ACCEPTANCE OF GRANTS, GIFTS AND DONATIONS**

Pursuant to Board Rule 5-29, all grants, gifts and donations of goods and services, whether from governmental or non-governmental sources, received by any central office, area or school unit ("receiving unit") must be accepted by the Chief Financial Officer on behalf of the Board prior to use of such grant

gift or donation. The receiving unit shall notify the Chief Financial Officer of the award, utilizing an

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The Grant Administrator identified by the receiving unit to the Chief Financial Officer when requesting  
accounting is responsible for (1) the financial and performance oversight of the grant, (2) ensuring the

correct loading of funds as defined by the funding agency, (3) monitoring grant fund spending activity  
within the approved budget, (4) delivery of goods and services prior to the grant end date and subsequent  
issue of payment prior to any reporting deadline for the grant period, and (5) receiving all reimbursable