

## **GUIDELINES FOR THE ACCEPTANCE OF DONATED COMPUTERS AND RELATED ITEMS**

### **1.0 PURPOSE**

Computers are an integral component of daily learning, communication, and management within the district, however there are limitations in what CUSD can accept due to compatibility and support issues involved with technology in addition to new disposal restrictions. To keep our expenses for support and disposal of this equipment to a manageable level, the following guidelines govern the acceptance of donated technology hardware, such as computers, printers, and monitors.

### **2.0 GUIDELINES**

Because of ever changing technology, a list of current specifications for acceptance of donated computers and related items is located on the TIS webpage at <http://tis-capousd-ca.schoolloop.com/donations>. Only items on this list can be accepted as donations to the district.

### **3.0 ACTION**

If a site receives a donation of acceptable technology hardware, the site must fill out and submit Form 100079 (DW-20) to Fiscal Services.

The site will also need to submit a copy of Form 100079 (DW-20) to TIS – Attn: RADAR so that a Ticket can be generated to have the equipment tagged and etched as CUSD property. TIS will not provide support for any items not asset tagged as CUSD property. TIS will not provide any parts for repairs to donated equipment.

Equipment is donated to the District and/or a specific school site and cannot be donated to a specific person or room. Equipment will not be moved from site to site. Staff members may not remove donated equipment if they leave CUSD.