



## ADMINISTRATIVE PROCEDURE

### PTA – DONATED OR LOANED ITEMS

3350

Procedure No.

August 31, 1987

Date

- I. **PURPOSE:** To outline under what terms a PTA (PTO or PTSA) may loan or donate items to a school and to clarify the disposition of such items if the school is subsequently closed.
- II. **BACKGROUND:** The purchase of computers and other equipment by PTAs, PTOs, and PTSAs has become common. Some PTAs wish to retain ownership of their computers and other equipment while allowing the schools to have full use of them and others would like to donate the equipment to the school system. Certain equipment, such as playground equipment, must be donated in order to assure safety standards are maintained.
- III. **PROCEDURES:** Except as delineated in III.A.5. below, a PTA (PTO or PTSA) may either lend or donate, at its option, equipment to a school. In either case, this equipment shall not be included in any allocation of similar equipment that the Board of Education may make in the future.
  - A. Donated Equipment
    1. Donated equipment shall become the property of the Board of Education, which shall thereafter be responsible for all repairs, insurance, maintenance, or replacement, except by prior arrangement.
    2. In the event of school closings or reassignment of any substantial number of students, equipment donated by the PTA will be allocated to schools in reasonable proportion to the number of students assigned to each school from the PTA's original school.
    3. If the equipment is not divisible, it will go to the school where the greatest number of the PTA's original school students are assigned.
    4. Attachment A must be signed by both the President of the PTA (PTO or PTSA) and the Principal.
    5. The following types of equipment are examples of equipment, which must be donated and not lent to a school. A Principal will not have the authority to accept these items on loan from a PTA (PTO or PTSA). If there is a question as to whether equipment may be donated or loaned, please contact the Safety Officer of the School System in the Division of Supporting Services.
      - a. Playground equipment
      - b. Microwave Ovens



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- c. Large shop equipment
  - d. Power tools
- B. Loaned Equipment
- 1. Equipment which is loaned to a school remains the property of the PTA (PTO or PTSA).
  - 2. It will be the responsibility of the organization lending the equipment to repair, insure, and maintain the equipment.
  - 3. Attachment B must be signed by the President of the PTA, (PTO or PTSA) and the Principal.
- VI. **RELATED PROCEDURES:** None.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Procedure originates with the Legislative/Policies and Procedures Office and will be reviewed and updated as the need may develop.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None.–
- IX. **EFFECTIVE DATE:** August 31, 1987.

Approved by:  
John A. Murphy  
Superintendent of Schools

Attachments: 1. Receipt of Items Donated  
2. Receipt of Items Loaned

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11