

Beverly Hills Unified School District

Administrative Regulation
AR 3290

Gifts, Grants and Bequest

Procedure for a Gift, Grant and bequest:

- 1) All gifts, grants and bequests over \$400 given to a particular school or to the school district as a whole shall be documented in writing to the business services department. The notification should be made using the "Notice of Donation" form. The business services department shall prepare the necessary Board of Education acceptance action motion for all acceptance items.
- 2) Gifts, grants and bequests given to the District will be evaluated by the business services department in conjunction with the effected departments and the Superintendent.
- 3) Gifts, grants and bequests for a particular school site will be evaluated as follows:
 - a. The Principal and/or their designee work with the donor or grant writer to establish what is needed, timelines and the budget.
 - b. The Principal or their designee will process the documentation of the gift, grant or bequest and send to the business services department.
 - c. Funding of the projects for PTA and BHEF billed on a monthly basis. The funding received will be placed in restricted resources for proper accountability.