

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: DJA, DJA-RA, DJB

Office: Associate Superintendent for Supportive Services

Purchases of Materials and Equipment Using Nonappropriated Funds and Acceptance of Donated Items

I. PURPOSE

To establish criteria for purchases of materials and equipment when using nonappropriated (other than MCPS-budgeted) funds and for acceptance of donated items

II. BACKGROUND

The Division of Maintenance is responsible for maintaining items of approved materials and equipment used in schools and central offices and is normally involved in determining items on the approved list. This assures the school system that warranties and guarantees will be fulfilled and that schematics, drawings, and parts lists will be available for assistance in the repair and maintenance of equipment. Therefore, longevity of materials and equipment and minimal expenditures for replacement are dependent upon a good maintenance program. Accordingly, only items on MCPS-approved equipment lists should be considered when purchasing materials and equipment with nonappropriated funds.

Acceptance of donated materials and equipment in poor condition would obviously be costly to repair and maintain and should not be considered. Donated materials and equipment in good condition but not on the approved equipment list should also be carefully considered and not accepted except after consultation with and approval by an appropriate specialist (See Items III.B.3. and IV.B. below.)

III. PROCEDURES

- A. Criteria for Purchasing Items Using Nonappropriated Funds or Accepting Donated Items

1. Items Purchased With Nonappropriated Funds

All personnel involved in the selection and procurement process should be familiar with MCPS-approved equipment lists.

- a) When an item of equipment being considered for purchase is not on the approved list developed by the Department of Instructional Resources, approval of the item must be obtained by the principal/office manager from the director of the Department of Instructional Resources prior to purchase to assure proper maintenance of the equipment, repair, and future replacement authorization.
- b) Stuffed furniture being considered for purchase must meet the standards of the Division of Maintenance.

2. Donated Items

- a) The condition of the item will not result in costs of time and money that will exceed the usefulness of the gift.
- b) The cost of moving, dismantling, erecting, or connecting the item is not considered excessive by the appropriate MCPS specialist. (See Item c) below.)
- c) The area director for educational services and, as appropriate, the directors of maintenance and instructional resources are available for advice to assist principals/office managers, as appropriate, in determining the condition of the item(s) and feasibility of accepting the donation(s).

B. Repair and/or Replacement of Items Purchased with Nonappropriated Funds or Donated

Furniture or equipment purchased with nonappropriated funds or accepted as a donation will not be repaired or replaced unless it meets the following criteria:

- 1. The item is recorded on the master inventory listing maintained by the Division of Supply and Property Management.

2. The item is or has been listed on Board of Education approved bid lists or contractual summaries or the item has been authorized for purchase or acceptance by the director of the Department of Instructional Resources, the director of the Division of Maintenance, or area director for educational services, as appropriate.

Administrative History: Formerly Regulation No. 235-10, October 25, 1979; directory information updated January, 1983; reviewed April, 1988.