

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

---

**Related Entries:** DJA, DJA-RA, DJB  
**Responsible Office:** Chief Operating Officer

### **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 Montgomery County Public Schools ([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.

#### **III. PROCEDURES**

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

All staff members 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, approval of the item must be obtained by the principal/office manager from the director of the Department of Materials Management 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, connecting, or maintaining the item is not considered excessive by the appropriate MCPS staff member. (See Item c below.)
- c) As appropriate, the directors of the Division of Maintenance or the Department of Materials Management are available for advice to assist principals/office managers 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 Department of Materials 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 Materials Management or the director of the Division of Maintenance, as appropriate.

**Regulation History:** Formerly Regulation No. 235-10, October 25, 1979; directory information updated January, 1983; reviewed April, 1988; revised December 15, 2010.