

PTA Donations to Schools

Donations to the school must be made through TUSD to assure that donations will be accurately recorded as donations and so that expenditures will be accurately accounted for and recorded. PTA presidents may request a monthly accounting of their PTA's local donation account from the council president.

These procedures apply to donations of Materials and Supplies, Equipment, Transportation (buses), Print Shop services, Contract Services (for assemblies, speakers, or consultants, unless directly contracted with PTA), and Personnel Costs.

TUSD prefers to have items purchased through the district purchasing office. If the unit does not go through the district, there is no guarantee that the items will be compatible or appropriate. Consult with your school's administration for guidance.

To purchase through TUSD:

1. The school will request an estimate from the district.
2. The PTA will follow the Monetary Donation procedure. After the check is deposited with the district, the school will send in a requisition.
3. TUSD Purchasing will generate a purchase order.

For equipment installation:

1. The school will fill out a Capital Improvement request to get the cost of installation.
2. If a volunteer is providing installation, the school should check with the district for any guidelines that must be followed to ensure proper installation.

Procedure for Monetary Donations to Schools:

1. Approve the donation at executive board and association meetings.
2. Fill out the Monetary Donation section of the Torrance Council of PTAs Fiduciary Agreement (download from www.torrancecouncilofptas.org).
 - a. The principal and the PTA president and treasurer must sign.
 - b. Make copies and distribute as indicated on form.
3. Write the check for the approved donation amount payable to TUSD. Write the PTA name and "Local Donation Account" in the memo line of the check. Checks should never be written to the school or to the school's ASB.
4. Give the check and a copy of the Fiduciary Agreement to the school.
5. The school will identify the donation amount on a Deposit Breakdown Form and submit it with the check to the TUSD Accounting Office. The school will also submit a TUSD Donation Notification Form that identifies how and where the donation will be applied, the donating PTA name, and the PTA president's name to Sandy Terrano, Senior Administrative Assistant to the Deputy Superintendent.

Procedure for Equipment Donations to Schools:

1. Approve the donation at executive board and association meetings.
2. Fill out the Equipment Donation section of the Torrance Council of PTAs Fiduciary Agreement (download from www.torrancecouncilofptas.org).
 - a. The principal and the PTA president and treasurer must sign.
 - b. Make copies and distribute as indicated on form.
3. Purchase the equipment.
4. The school will submit a TUSD Donation Notification Form that describes the donation and identifies the donating PTA name and the PTA president's name to Sandy Terrano, Senior Administrative Assistant to the Deputy Superintendent.