

Equipment Grants

Donors wishing to donate equipment to the Richland School District must complete and sign the “Agreement for Offer and Acceptance of the Equipment Grant” form. Additionally, the following process outlines the critical steps, reviews and approvals required for donations that result in permanent modifications to district facilities (i.e. playground equipment, trees, climbing/traversing walls). For simple stand-alone equipment, not all steps may be required.

Approval:

1. Complete “Agreement for Offer and Acceptance of the Equipment Grant” form, attach all required information (drawings, pictures, brochures, etc.) and submit to building principal
 - a. All Equipment Grants require approval of:
 1. Principal
 2. Executive Director of Support Services
 3. Assistant Superintendent
 - b. Equipment Grants over \$5,000 require the additional approval of the Board of Directors.
2. Obtain approval from building Principal.
3. Obtain approval from Executive Director of Support Services. The support services office will perform the following:
 - a. Ensure the equipment meets district standards.
 - b. Identify installation requirements.
 - c. Obtain preliminary cost “estimate” for installation (the accuracy of estimates can be impacted by the amount of information available and is subject to inflation).
 - d. Obtain approval from insurance company (if required).
4. Obtain approval from the Executive Director of either Secondary or Primary Education. The appropriate Executive Director of Education will arrange for and obtain board approval if required.

Purchase and Installation:

5. Following approval, the donating organization may purchase the equipment.
6. Within 30 days of the equipment delivery date, the donating organization will arrange for final installation quote through the Director of Facilities & Operations. These quotes are typically honored only for a specific time period and must be done close to the installation date to be accurate.
7. Ensure adequate funds are available for purchase and installation of equipment based upon the final installation quote.
8. When the equipment has arrived, notify Director of Facilities & Operations to schedule installation.
9. Following installation, the donating organization will receive the bill from the installation company for the quoted amount (unless modified by agreed upon change order due to either delays in installation past the expiration date of the quote or unforeseen additional work discovered during installation).

Process Checklist:

1. Compete Form
2. Principal Approval Date: _____
3. Ex. Dir. of SS Approval Date: _____
4. Ex. Dir. Ed. Approval Date: _____ Board Approval Date: _____
5. Equipment Ordered: \$ _____ Delivery Date: _____
6. Installation Quote: \$ _____ Expiration Date: _____
7. Estimated Total Cost (Sum lines 5 and 6 above): \$ _____
8. Dir. of F&O Contact Date: _____ Installation Date: _____
9. Installation Change Order Cost (if applicable): \$ _____
- Final Total Cost (Sum lines 7 and 9 above): \$ _____