

Mendocino Unified School District

Business and Noninstructional Operations

Board Policy 3310.3

Reviewed by Board 7/3/79

Reviewed by Board 12/1/88; 3/14/96

Gifts and Premiums from Vendors to the District

Unsolicited gifts or premiums from vendors or suppliers received by the District shall not be kept or used by any individual District employee or Board member.

Unsolicited gifts and premiums may be assigned for use by a school site or department which has a legitimate school-related use for them.

Gifts and premiums for which there is no such use may be retained and sold at sales of surplus District property or donated to any recognized fund raising project on the District's Gift Fund List.

The estimated value of each gift or premium shall be entered on the Gift Fund List and its disposition recorded.