



ADMINISTRATIVE PROCEDURE

CATEGORY: **Community Relations**

SUBJECT: **Use or Purchase of District Property or Services by Nondistrict Organizations or**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing use or purchase of district property or services by nondistrict organizations or individuals. This procedure includes:
 - a. Sale of district-owned publications or services, other than curriculum publications covered by Procedure 4092.
 - b. Regular use of district services by approved nondistrict organizations.
 - c. Temporary assignment of district employees to nondistrict organizations (C.7.).

2. **Related Procedures:**

Rights of employee organizations	8250
Miscellaneous claims for funds due the district	2110
Distribution or sale of curriculum publications	4092
Civic Center use of buildings, grounds and equipment	9205
Inquiries, complaints, and access to records	9010

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-3800, D-6000, D-6700, E-2300, G-1000, G-1001, G-4500, G-7000, J-4500, K-4000, K-4010, K-4020, K-4040, K-4050, K-6500, K-7000, K-9100; Education Code Section 48930.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to Auxiliary Services.
2. Nondistrict organizations wishing to use district services must submit a request for approval for such use; after approval, specific services may be used (D.1.).
3. Except as provided under the Civic Center Act (Procedure 9205), *no services or use of facilities will be granted at the expense of the district.* (Traditional reciprocity or exchange of low-unit cost publications and reports with other districts or public agencies is excepted.)
4. **Approvals Required.** Sale of publications or services to, or use of district services by, nondistrict organizations or individuals must be approved by the division head, or designee, whose services or publications are involved. A department head or management employee reporting directly to the superintendent shall obtain prior approval of the superintendent.
5. **Billing/Payment for Services or Purchases**

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- a. **Payment for services (when applicable).** The division or department involved forwards to the Financial Accounting Department, Finance Division, Administrative/Operational Support, a copy of the receipt and check or cash on cash payments or, if the customer organization is to be billed, a "Billing Fact Sheet" (E.7.).
 - b. **Disposition of income.** The income account to be credited shall be determined by the Financial Accounting Department; when appropriate, abatements to divisions or departments may be made. Billings received after the last day of the regular school year cannot be treated as an abatement and must, by law, be recorded as district income.
6. **Services Available to Approved Nondistrict Organizations.** Nondistrict organizations on the currently approved list may use the following district services at cost:
- a. **Duplicating/printing services**
 - (1) Items such as notices of meetings, minutes, and reports may be duplicated in the name of the organization.
 - (2) A regular "Printing/Distribution Request" form (E.3.) must be completed by the organization desiring the work. *The name of organization to be billed and place where invoice is to be sent should be on the form.* Forms may be accumulated and attached to a "Billing Fact Sheet" (E.7.) for periodic billing.
 - (3) Charges are made for labor and material.
 - (4) The Printing Services Unit, Management Information Systems Department, Auxiliary Services Administrative/Operational Support, will do only those jobs authorized under Procedure 5605. Commercial-type work will not be done.
 - (5) *Services shall be provided on a time-available basis only.* Jobs should be scheduled in advance with the printing services supervisor because official district business has priority.
 - b. **District mail room services**
 - (1) Written requests are not necessary for mail service after an organization has been placed on the approved list.
 - (2) **U.S. mail**

- (a) **Metering service.** Only organizations with regular large-volume mailing are eligible to use metered mail service. *Mail to be metered must be accompanied by a postage slip showing the name of the organization to be billed and where the invoice is to be sent.* First class mail does not have to be sorted. Charges are made for postage only.
- (b) **Stamped U.S. mail** may be deposited in the mail room for pickup by regular mail carriers. Organizations must furnish and place stamps on materials.
- (3) **School mail.** There is no charge for school mail service. Materials must be sent via school mail to members who work for the district. *All materials and envelopes must carry the name of the sponsoring organization. Materials must be sorted in alphabetical order by school name within school level (elementary, middle level, senior high, atypical).* The name and telephone number of the person to contact in the event of a delay in delivery should be included. Three days should be allowed for delivery of large mailings through school mail. (See Procedure 8250 for use of school mail by employee organizations.)
- c. **Purchase of supplies and equipment**
- (1) **Supplies.** *Only* Associated Student Bodies (ASBs) and Parent-Teacher Associations (PTAs) may purchase supplies (see Procedure 2435).
- (2) **Equipment.** *Only* ASBs may purchase equipment through the district. If a PTA wishes to purchase equipment and donate it to the school, it must be handled through the local student body. The principal may contact the Procurement Services Unit, Materiel and Procurement Services Department, Auxiliary Services, Business Services Division, Administrative/Operational Support, for the correct price, order equipment for the ASB, and have the PTA reimburse the ASB. The requisition shall indicate the name of the student body organization and where the invoice is to be sent.
- d. **Physical Plant Operations, Warehousing, and Distribution Department (equipment installation).** Only ASBs may use the services of the **Physical Plant** Operations, Warehousing, and Distribution Department; Business Services Administration; Auxiliary Services, Administrative/Operational Support, for equipment installation. This equipment installation is limited to those items which an ASB intends to give to a school. (Acceptance of gifts is covered in Procedure 9300.)
- (1) When a student body donation involving labor is to be made to the school district, the principal of the school receiving the gift shall submit a

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“Maintenance Service Request” at pposervices.sandi.net to the **Physical Plant** Operations, Warehousing, and Distribution Department. *The request shall describe the item and the work which needs to be done.*

- (2) After the ASB approves the estimated cost of installation, and after the gift is accepted by the Board of Education, work is done and billing made.
7. **Temporary Loan of District Employees.** Nondistrict organizations requesting temporary loan of district employees shall reimburse the district for salary and fringe benefits.

D. IMPLEMENTATION

1. **List of Approved Organizations.** Nondistrict organizations and groups wishing to be added to approved list must submit a request to the Strategic Sourcing and Contracts Officer. The request shall include:
 - a. Name of organization.
 - b. Name and address of person making request.
 - c. Position in organization of individual making request.
 - d. Reason for request.
 - e. Services desired by organization.
2. **Before an organization is eligible to use services,** request must be routed through the Auxiliary Services Executive Director. Approval is given for each school year; requests must be renewed at start of ~~one~~ the school year.
3. **Billings/Payments for Services**
 - a. **If organization is to be billed** (see Procedure 2110):
 - (1) **Division or department head** completes “Billing Fact Sheet” (E.7.) in duplicate; **division head** approves and forwards to the Financial Accounting Department for actual billing.
 - (2) **Financial Accounting Department** bills organizations involved and follows up on collections as necessary.
 - b. **If organization pays cash,** division or department head provides customer organization with receipt and forwards money with copy of receipt to the Financial Accounting Department cashier.

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- c. **“Billing Fact Sheets”** must be received by the Financial Accounting Department no later than last day of regular school year. Billings received after that date cannot be treated as abatements and must, by law, be recorded as district income.

E. FORMS AND AUXILIARY REFERENCES

1. Request for Business Services by Nondistrict Organization (available from the **Physical Plant** Operations, Warehousing, and Distribution Department).
2. Standard receipt books, Peoplesoft numbers 3524 and 2644.
3. Printing/Distribution Request (available from the Printing Services Unit).
4. Nonstock Requisition, Peoplesoft number 3502.
5. This one should be deleted.
6. Maintenance Service Request, PS #2666pposervices.sandi.net
7. Billing Fact Sheet (available from the Financial Accounting Department).

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff