

Heading: Purchasing, Travel and Inkind	P.S.#	Rev. 7/06
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Community Donations: All donations to the SUU Head Start program are to be used for the Head Start program, or for current Head Start children and their families. Donations ‘passed through’ Head Start and distributed to children and families are not eligible for in-kind credit.

Food or other donated consumable items are to be utilized by the children while they are in class or sent home to families. Using USDA acceptable food donations in the Head Start food service program is allowable. Staff members and/or non Head Start families are not eligible to receive items donated to Head Start. If Head Start children or families cannot use items donated for their use, the items should be returned to the donor. With the donor’s permission, items may be given to another non profit group.

Classes may accept a used computer that meets the following criteria.

- a) The computer is operational; it does not need to be repaired.
- b) The computer can run a minimum of Windows XP.
- c) Staff are willing to use their classroom funds to purchase software. Central office staff will not provide technical support or software for donated computers.

If someone has given computers that are not operational to a Head Start class, please contact that person and tell them that while we appreciate the gesture, the University (Head Start) cannot accept the donation of used computers that do not meet the above criteria and to come and pick them up. Local land-fills/dumps will not take used computers. [That is why SUU basically gives them away at their surplus sales.]

Any donor who wishes to receive tax credit for their donation will need to work through the SUU Head Start Office Manager and the SUU Development Office.

[HTTP://WWW.SUU.EDU/PUB/POLICIES/](http://www.suu.edu/pub/policies/) SECTION 10.11 Southern Utah University cannot set a value on used goods but can give a donation verification form. All donations of cash needing a donation letter for tax purposes must be deposited through the SUU Head Start Central Office and the SUU cashier’s office. The money is to be receipted through the Head Start office manager. Staff members are not to send cash through the mail.