

Pasadena Independent School District

DonorsChoose.org

District Guidelines

To ensure your project is approved for submission and posting on the DonorsChoose.org website, please follow the guidelines listed below.

1. Register for a DonorsChoose.org account.
2. Create a project but do not post your project.
3. Submit a DonorsChoose.org Request Approval form. The form can be accessed via the PISD Grants Department homepage or via direct link here:
[https://www1.pasadenaisd.org/departments/departments f- l/grants department/ approve_my_donors_choose_org_project/](https://www1.pasadenaisd.org/departments/departments%20f-1/grants_department/approve_my_donors_choose_org_project/)
4. The Grants Department will review your submission and provide a response within two business days.
5. Once the project is approved by the Grants Department, you may submit the project to DonorsChoose.org.

Things to remember:

1. No money, checks, or gift cards are sent to the teacher or school. Items requested through DonorsChoose.org are shipped to the school.
2. Principals will receive an email/fax when materials are ordered for a fully funded project. DonorsChoose.org relies on the principal to ensure the integrity of the program and may contact them directly.
3. All items received via DonorsChoose will be owned by PISD, are not your personal property. The items must remain with the campus/program described in the posted project.
4. Technology/equipment delivered to the school must be placed on the school's inventory and must be barcoded if the items are on the catalog number list (attached). **Instructions for barcoding DonorsChoose items on the catalog number list are included at the end of this document.**
5. Please notify grants@pasadenaisd.org if your project was funded or not funded.

In addition to PISD procedures, DonorsChoose.org has established its own set of procedures, published on www.DonorsChoose.org. Learn them, keep your principal up-to-date on your status, and be compliant with the program.

If you have questions, please call (713) 740-0038, or send an email to grants@pasadenaisd.org.

PISD Asset List

Inventory List

To determine if an asset template is needed, check to see if the item being purchased is included on the inventory list below. If it is listed, you will use account **6398** & use an "I" template. If it is *not* listed on the inventory list, you will need to code the item to account **6399**.

If the item is over \$5,000.00 and you are using **66XX**, use an "F" template.

Template #	Inventory Catalog #	Asset Description:
100	1992	AED (Defibrillator)
101	1993	Audiometer
102	94414	Camcorder - Video Camera \$500+
103	3015	Camera - Digital, DSLR, Film... \$500+
104	94444	Compressor \$500+
108	2000	Computer - Desktop (CPU Only)
109	2001	Computer System \$5,000+
105	15527	Computer - Laptop, Z Books
106	2417	Computer - Monitor \$500+
107	2246	Computer - Printer or "All-in-One" Print/Copy/Scan \$500+
113	15528	Computer - Tablet (iPad, Kindle, Venue... etc.)
111	94458	Copy Machine (Freestanding, not connected to PC) Under \$5,000
112	94456	Copy Machine (Freestanding, not connected to PC) Over \$5,000
114	3500	Dishwasher \$500+
115	3014	Document Camera or Visualizer \$500+
229	98888	Floor/Carpet Cleaning Machine \$500+
119	94467	Food Service Equipment \$1,000+
122	9170	Ice Machine
123	2002	Interactive Whiteboard (Promethean, ActivBoard... etc.)
124	14293	Keyboard Instrument Under \$5,000
125	14294	Keyboard Instrument Over \$5,000
126	7260	Kiln
127	4185	Laminating Machine \$500+
129	94449	Lathe - For Turning Brake Rotors
130	94457	Lawn Mower (Riding, Walk-Behind, Shaft-Driven... etc.) \$500+
120	5520	Milk Cooler, Refrigerator, Freezer \$500+
230	99999	Misc. Furn & Equip - Over \$5,000 (66xx)
229	98888	Misc. Inventory - \$1,000 - 5,000 (6398)
136	94453	Plotter
138	3100	Projector \$500+
139	8176	Radio (Handheld, Two-Way ... etc.) \$500+
110	3600	Range / Stove / Convection Oven \$500+
143	94440	Saw (Skil-Saw, Tile Saw, Miter Saw... etc.) \$500+
144	1978	Scales \$500+
145	3200	Scanner (If part of a printer/copier, use #107) \$500+
146	4400	Scantron Machine \$500+
133	3000	Shredder \$500+
148	4361	Sound System - Installed in Building (P.A., Gym Speakers... \$500+
149	4369	Stereo Portable System (CD/MP3 Player or Loudspeaker) \$500+
151	4111	Television \$500+
153	94427	Video Editor
154	94460	Vocational Equipment \$1,000+
114	3500	Washer or Dryer \$500+
156	94446	Welding Machine \$500+

TECHNOLOGY Assets
Account 6399 & "U" Template

Template #		Asset Description
102	94414	Camcorder - Video Camera Under \$500
103	3015	Camera - Digital, DSLR, Film... Under \$500
106	2417	Computer - Monitor Under \$500
107	2246	Computer - Printer Under \$500
115	3014	Document Camera/visualizer Under \$500
118	2193	Fax Machine Under \$500
138	3100	Projector - Data, Video, & Promethean-Board Under \$500
145	3200	Scanner - Document & Photo Under \$500
231	98889	Voting Device - Activote
233	98891	Charging Cart / Station - For Laptops, Tablets... etc.

Template Example: Printer costing under \$500 = **199UXXX107**

VEHICLE Asset Template Guide:

B	Buses
V	Vans - Passenger or Work
P	Police Vehicles - Cars & SUV's
T	Trailers - All Types
O	Other Vehicles - \$5,000+
Example:	199 VEH 851 V = Van @ 851 (Maintenance)

*** ALL Expenses for "VEH" go to acct **6631**

Process for Barcoding DonorsChoose.org Items

1. The campus should complete the **Donors Choose Asset Numbers** form located [here](#) and forward the form to Cassandra “Cassi” Thomason in Accounting. The items themselves can remain at the campus during this process.

Email: CThomason@PasadenaSD.org ; Phone” x 70015.

*Note: the form can also be located on the Grants Document page - [https://www1.pasadenaisd.org/departments/departments_f-
l/grants_department/grants_department_documents](https://www1.pasadenaisd.org/departments/departments_f-
l/grants_department/grants_department_documents)*

2. Cassi will assign assets to the item(s) and forward the information to Virginia Bonilla in the Technology Department.
3. The Technology Department will create barcodes for the item(s).
4. The Technology Department will come to the campus and apply the barcodes to the item(s).
5. For technology like tablets and laptops, setup must wait until the barcodes have been properly applied.