

<p><b>STEP 1 - INITIAL STEP FOR ALL DONATED ITEMS</b>  Donors who wish to contribute items should contact the Denver Public Schools Office of Volunteer Services. The Volunteer Office will send a Donation Verification Form to the donor, to document the donation for tax and reporting purposes.</p>	<p>-Office of Volunteer Services</p>
<p><b>STEP 2 - CLEARANCE OF FIXED ASSETS</b>  If the items are fixed assets, they must be cleared by the Office of Volunteer Services in order to be installed or serviced by the DPS Department of Technology Services (DoTs). Fixed assets include computer equipment, audio-visual equipment, and food service appliances. Items will be cleared preferably by telephone or by e-mail and on the rare occasion by personal inspection. Once an item has been cleared for acceptance, the donor will be notified that the item can be accepted.</p>	<p>-DoTS  -Audiovisual Services  -Food Services</p>
<p><b>STEP 3 - ASSIGNING ITEMS TO RECIPIENTS</b>  If an item has no recipient, it will be made available to all schools and departments. Items will be assigned on a first-come, first-served basis to requesting schools or departments.</p>	<p>-Recipient</p>
<p><b>STEP 4 - ACCEPTANCE OF DONATED ASSETS</b>  Once an item has been accepted, the recipient must make arrangements with the donor to transport the item. If the donation is a fixed asset, it must be bar-coded before it can be serviced by DoTs. Computer and audio-visual donations should be transported to the DPS Warehouse for bar coding. Appliance donations may be transported to the receiving school and bar-coded on site.</p>	<p>-Recipient  -Donor  -Warehouse  -Fixed Assets</p>
<p><b>STEP 5 - DOCUMENTATION</b>  All donors should prepare two copies of the Donation Verification Form. One copy of the form should be submitted with the donated items at the time of their transport. A second copy of the form should be forwarded to the Office of Volunteer Services. Once the Donation Verification Form has been received, the Office of Volunteer Services will generate a thank-you letter to the donor for tax purposes.</p>	<p>-Recipient  -Office of Volunteer Services</p>

**NOTE:**

- Schools or departments requiring set-up assistance for their computers should contact the DoTS Hotline at 720-423-3888.
- Please call the Warehouse Distribution Manager at 720-423-5665, 48 hours prior to delivering items. It is the responsibility of the receiving school or department to ensure that donated items are properly secured when received. All costs associated with the securing of donated equipment will be covered directly by the receiving school or department.