

# ***Pasadena Independent School District Guidelines***

## **DonorsChoose.org**

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-1/grants\\_department/approve\\_my\\_donors\\_choose\\_org\\_project/](https://www1.pasadenaisd.org/departments/departments-f-1/grants_department/approve_my_donors_choose_org_project/)
4. The Grants Department will review your submission and provide a response in 2 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 requested should be compatible with PISD's district technology standards.
  - **Compatible Items:** Windows Devices (example: Dell Latitude 2 in 1 3190; Dell Chromebook 11 3100 2 in 1).
  - **Incompatible Items:** Android Tablets, Apple Products, Kindle Fire, Personal Printers.
5. Technology/equipment delivered to the school must be placed on the school's inventory and be barcoded if the items are on the catalog number list (attached). **Instructions for barcoding items on the catalog number list are included at the end of this document.**

In addition to PISD procedures, DonorsChoose.org has established its own set of procedures, published on [www.DonorsChoose.org](http://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](mailto:grants@pasadenaisd.org).*

Pasadena Independent School District  
**CATALOG NUMBER LIST FOR BAR-CODED EQUIPMENT**  
**(Alphabetical)**

<b>Inventory List</b>		
<p>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 <b>6398</b> &amp; use an "I" template. If it is <i>not</i> listed on the inventory list, you will need to code the item to account <b>6399</b>.</p>		
<p>If the item is over \$5,000.00 and you are using <b>66XX</b>, use an "F" template.</p>		
<b>Template #</b>	<b>Inventory Catalog #</b>	<b>Asset Description:</b>
<b>100</b>	<b>1992</b>	AED (Defibrillator)
<b>101</b>	<b>1993</b>	Audiometer
<b>102</b>	<b>94414</b>	Camcorder - Video Camera <b>\$500+</b>
<b>103</b>	<b>3015</b>	Camera - Digital, DSLR, Film... <b>\$500+</b>
<b>104</b>	<b>94444</b>	Compressor <b>\$500+</b>
<b>108</b>	<b>2000</b>	Computer - Desktop (CPU Only)
<b>109</b>	<b>2001</b>	Computer System <b>\$5,000+</b>
<b>105</b>	<b>15527</b>	Computer - Laptop, Z Books
<b>106</b>	<b>2417</b>	Computer - Monitor <b>\$500+</b>
<b>107</b>	<b>2246</b>	Computer - Printer or "All-in-One" Print/Copy/Scan <b>\$500+</b>
<b>113</b>	<b>15528</b>	Computer - Tablet (iPad, Kindle, Venue... etc.)
<b>111</b>	<b>94458</b>	Copy Machine (Freestanding, not connected to PC) <b>Under \$5,000</b>
<b>112</b>	<b>94456</b>	Copy Machine (Freestanding, not connected to PC) <b>Over \$5,000</b>
<b>114</b>	<b>3500</b>	Dishwasher <b>\$500+</b>
<b>115</b>	<b>3014</b>	Document Camera or Visualizer <b>\$500+</b>
<b>229</b>	<b>98888</b>	Floor/Carpet Cleaning Machine <b>\$500+</b>
<b>119</b>	<b>94467</b>	Food Service Equipment <b>\$1,000+</b>
<b>122</b>	<b>9170</b>	Ice Machine
<b>123</b>	<b>2002</b>	Interactive Whiteboard (Promethean, ActivBoard... etc.)
<b>124</b>	<b>14293</b>	Keyboard Instrument <b>Under \$5,000</b>
<b>125</b>	<b>14294</b>	Keyboard Instrument <b>Over \$5,000</b>
<b>126</b>	<b>7260</b>	Kiln
<b>127</b>	<b>4185</b>	Laminating Machine <b>\$500+</b>
<b>129</b>	<b>94449</b>	Lathe - For Turning Brake Rotors
<b>130</b>	<b>94457</b>	Lawn Mower (Riding, Walk-Behind, Shaft-Driven... etc.) <b>\$500+</b>
<b>120</b>	<b>5520</b>	Milk Cooler, Refrigerator, Freezer <b>\$500+</b>

Pasadena Independent School District  
**CATALOG NUMBER LIST FOR BAR-CODED EQUIPMENT**  
**(Alphabetical)**

<b>230</b>	<b>99999</b>	Misc. <b>Furn &amp; Equip - Over \$5,000</b> (66xx)
<b>229</b>	<b>98888</b>	Misc. <b>Inventory - \$1,000 - 5,000</b> (6398)
<b>136</b>	<b>94453</b>	Plotter
<b>138</b>	<b>3100</b>	Projector <b>\$500+</b>
<b>139</b>	<b>8176</b>	Radio (Handheld, Two-Way ... etc.) <b>\$500+</b>
<b>110</b>	<b>3600</b>	Range / Stove / Convection Oven <b>\$500+</b>
<b>143</b>	<b>94440</b>	Saw (Skil-Saw, Tile Saw, Miter Saw... etc.) <b>\$500+</b>
<b>144</b>	<b>1978</b>	Scales <b>\$500+</b>
<b>145</b>	<b>3200</b>	Scanner (If part of a printer/copier, use #107) <b>\$500+</b>
<b>146</b>	<b>4400</b>	Scantron Machine <b>\$500+</b>
<b>133</b>	<b>3000</b>	Shredder <b>\$500+</b>
<b>148</b>	<b>4361</b>	Sound System - Installed in Building (P.A., Gym Speakers... <b>\$500+</b>
<b>149</b>	<b>4369</b>	Stereo Portable System (CD/MP3 Player or Loudspeaker) <b>\$500+</b>
<b>151</b>	<b>4111</b>	Television <b>\$500+</b>
<b>153</b>	<b>94427</b>	Video Editor
<b>154</b>	<b>94460</b>	Vocational Equipment <b>\$1,000+</b>
<b>114</b>	<b>3500</b>	Washer or Dryer <b>\$500+</b>
<b>156</b>	<b>94446</b>	Welding Machine <b>\$500+</b>

<b>TECHNOLOGY Assets</b>		
<b>Account 6399 &amp; "U" Template</b>		
<b>Template #</b>	<b>Inventory Catalog #</b>	<b>Asset Description</b>
<b>102</b>	<b>94414</b>	Camcorder - Video Camera <b>Under \$500</b>
<b>103</b>	<b>3015</b>	Camera - Digital, DSLR, Film... <b>Under \$500</b>
<b>106</b>	<b>2417</b>	Computer - <b>Monitor Under \$500</b>
<b>107</b>	<b>2246</b>	Computer - <b>Printer Under \$500</b>
<b>115</b>	<b>3014</b>	Document Camera/Visualizer <b>Under \$500</b>
<b>118</b>	<b>2193</b>	Fax Machine <b>Under \$500</b>
<b>138</b>	<b>3100</b>	Projector - Data, Video, & Promethean-Board <b>Under \$500</b>
<b>145</b>	<b>3200</b>	Scanner - Document & Photo <b>Under \$500</b>
<b>231</b>	<b>98889</b>	Voting Device - Activote
<b>233</b>	<b>98891</b>	Charging Cart / Station - For Laptops, Tablets... etc.

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

## 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 “Cassie” Thomason in Accounting. The items themselves can remain at the campus during this process.

Email: [CThomason@PasadenaSD.org](mailto: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-1/grants\\_department/grants\\_department\\_documents](https://www1.pasadenaisd.org/departments/departments_f-1/grants_department/grants_department_documents)*

2. Cassie 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.