

Laptop/Tablet Donation Process

1. Confirm the donated devices meet these [minimum requirements](#)
2. Complete a [Donation Form](#) and submit to the District Chief of Staff (Executive Services) to have the donation confirmed by the School Board.
3. Contact Purchasing 951-736-5050 (Buyer, [Vivan Rodriguez](#)) and complete an [Asset Tag Form](#)
4. When you receive the asset tag(s) for your donated device(s), [submit an IT work order](#) requesting your donated devices be configured for district internet access.
5. Your school IT Technician will return the devices to you when the process is complete.