



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
FACILITY/SPANISH MANUAL

REVISION DATE  
2/12/25

PAGE NUMBER  
1 of 3

NUMBER  
**DOC 210.060**

**POLICY**

TITLE

**DONATIONS**

**REVIEW/REVISION HISTORY:**

- Effective: 11/7/85
- Revised: 11/3/03
- Revised: 5/9/06
- Reviewed: 5/9/07
- Reviewed: 9/3/08
- Reviewed: 3/25/09
- Reviewed: 7/23/10
- Revised: 5/1/12
- Revised: 5/20/13
- Revised: 7/1/14
- Reviewed: 2/13/20
- Revised: 9/6/21
- Revised: 9/29/21
- Revised: 2/12/25

**SUMMARY OF REVISION/REVIEW:**


Policy Statement II., Directive I.A., I.A.2., I.A.4., I.B., III.A. & B., III.B.2. - Adjusted language for clarification  
 I.A.1. - Added clarifying language  
 Added I.C. that individuals may donate items if there are no facility concerns  
 II.B. - Removed unnecessary language  
 Added III.A.5. that a signed copy of the approval request will be included with the letter

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

1/8/25  
 \_\_\_\_\_  
 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>DEPARTMENT WIDE</b> FACILITY/SPANISH MANUAL</p>		
	<p>REVISION DATE 2/12/25</p>	<p>PAGE NUMBER 2 of 3</p>	<p>NUMBER <b>DOC 210.060</b></p>
	<p>TITLE <b>DONATIONS</b></p>		

**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; DOC 235.000 Fixed Asset Inventory; DOC 235.010 Consumable Assets Inventory; [State Administrative and Accounting Manual](#); [Records Retention Schedule](#)

**POLICY:**

- I. The Department will receive donations in a manner that will best serve the legal interests of the donor and the Department. The Department will determine if donations and/or their restrictions are compatible with state ethics laws and Department interests, policies, and operations. Donations will be handled per the State Administrative and Accounting Manual.
- II. Potential security risks, appropriateness, and availability of storage space will be considered before proposed donations are accepted.

**DIRECTIVE:**

- I. General Requirements
  - A. Donations from the public or organizations will be submitted on DOC 21-966 Donation Approval Request and must be reviewed and approved by the appropriate facility/office authority or designee, as follows:
    1. Prisons - Superintendent/designee
    2. Reentry Centers - Reentry Center Manager
    3. Field Offices - Community Corrections Supervisor
    4. Headquarters - Assistant Secretary for Employee & Business Support Services.
  - B. How donations are used may be restricted by the donor. Donors will be asked to specify a general purpose for the donation.
    1. When no purpose is specified, the facility/office authority will determine how the donation will be used.
  - C. Incarcerated individuals may donate items if there are no facility concerns.
- II. Monetary Donations
  - A. Donations will be accounted for in the Miscellaneous Program Account 759.
  - B. Donations to clubs or other groups by incarcerated individuals will be made using DOC 06-075 Request to Transfer Funds.

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1. Once transferred to account 759, donations are non-refundable.

### III. Receipt of Donations

- A. The facility/office authority will acknowledge receipt of a donation from the public or organization within 14 business days by sending a letter that will:
  1. Document the date the donation was received,
  2. Describe the donation,
  3. State or confirm the dollar value for a donation that is not monetary,
  4. Express appreciation, and
  5. Include a signed copy of DOC 21-966 Donation Approval Request.
- B. The Local Business Manager will:
  1. Determine if the donation should be included in inventory per DOC 235.000 Fixed Asset Inventory or DOC 235.010 Consumable Assets Inventory, and
  2. Retain documentation per the records retention schedule.

### IV. Donations for Non-Department Use

- A. Programs that receive and process donations for non-Department use (e.g., the Free Materials Distribution program) must be approved by the Secretary.
  1. The Secretary may assign a handling fee for donated materials passed on to non-Department recipients.
  2. Excluding direct costs, handling fees will be deposited in the Incarcerated Individual Betterment Fund.

#### **DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

#### **ATTACHMENTS:**

None

#### **DOC FORMS:**

DOC 06-075 Request to Transfer Funds  
 DOC 21-966 Donation Approval Request