

# APPLICABILITY DEPARTMENT WIDE FACILITY/SPANISH MANUAL

TITLE

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NUMBER **DOC 210.060** 

POLICY

**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 7/1/14 Revised: 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

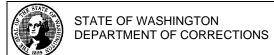
Added I.C. that individuals may donate items if there are no facility concerns

II.B. - Removed unnecessary language

Added III.A.5. that a signed copy of the approval request will be included with the letter

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Signature on file		
	1/8/25	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections	-	



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#### **REFERENCES:**

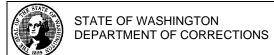
DOC 100.100 is hereby incorporated into this policy; DOC 235.000 Fixed Asset Inventory; DOC 235.010 Consumable Assets Inventory; <u>State Administrative and Accounting Manual</u>; Records Retention Schedule

#### **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:
  - 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