# 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

## Summary of Revision/Review:

- I.A. and III.B. - Adjusted language to apply only to non-offender donations
- I.A.3. - Adjusted Headquarters approving authority
- II.A. - Adjusted that all donations will be accounted for in Fund 759
- II.B. - Removed unnecessary language
- Added II.B.1. that once offender donations are non-refundable once transferred to Fund 759

## Approved:

Signature on file

6/19/14

BERNARD WARNER, Secretary
Department of Corrections
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 (SAAM)

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 whether donations and/or their restrictions are compatible with state ethics laws and Department interests, policies, and operations. Donations will be handled per State Administrative and Accounting Manual (SAAM).

II. Usefulness, availability of storage space, and potential security risks of proposed donations will be considered before acceptance.

DIRECTIVE:
I. General

A. Before acceptance, non-offender donations must be reviewed and approved, in writing, by the appropriate facility/office authority or designee as follows:

1. Facilities - Superintendent/Community Corrections Supervisor (CCS),
2. Field Offices - CCS, and
3. Headquarters - Chief of Staff.

B. How donations are used may be restricted by the donor. Donors should be asked to specify at least a general purpose for the donation.

1. When no purpose is specified, the facility/office authority will determine how the donation will be used.

II. Monetary Donations

A. Donations will be accounted for in the Miscellaneous Program Account - Fund 759. DOC 21-966 Donation Approval Request and DOC 21-162 Receipt for Donations are required for non-offender donations.

B. Offender donations to clubs or other groups will be made using DOC 06-075 Offender Request to Transfer Funds.

1. Once transferred to Fund 759, offender donations are non-refundable.
III. Receipt of Donations

A. Employees receiving requests from non-offenders to donate items or funds will ensure DOC 21-966 Donation Approval Request is completed and approved by the appropriate facility/office authority.

B. The receipt of donations from non-offenders will be acknowledged in a timely manner by letter from the facility/office authority.
   1. The letter will:
      a. Express appreciation for the donation,
      b. Describe the donation, and
      c. Document the date the donation was received.
   2. With the exception of monetary donations, the letter will not state or confirm the dollar value of the donation.

C. The Local Business Advisor/Assistant Regional 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. Maintain documentation of donations received.

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 Offender Betterment Fund.

DEFINITIONS:

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

ATTACHMENTS:

None
**Cite**

<table>
<thead>
<tr>
<th>STATE OF WASHINGTON</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF CORRECTIONS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT WIDE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFENDER MANUAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REVISION DATE</th>
<th>PAGE NUMBER</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/14</td>
<td>4 of 4</td>
<td>DOC 210.060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DONATIONS</td>
</tr>
</tbody>
</table>

**DOC FORMS:**

- **DOC 06-075 Offender Request to Transfer Funds**
- **DOC 21-162 Receipt for Donations**
- **DOC 21-966 Donation Approval Request**