



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
FACILITY/SPANISH MANUAL

REVISION DATE
9/29/21

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

SUMMARY OF REVISION/REVIEW:

I.A.2. - Updated terminology

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/22/21

Date Signed

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	TITLE <p style="text-align: center;">DONATIONS</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](#)

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 the State Administrative and Accounting Manual.
- II. Usefulness, availability of storage space, and potential security risks of proposed donations will be considered before acceptance.

DIRECTIVE:

- I. General
 - 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
 2. Reentry Centers - Reentry Center Community Corrections Supervisor
 3. Field Offices - Community Corrections Supervisor
 4. Headquarters - Assistant Secretary for Administrative Operations.
 - 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 759.
 - B. Donations to clubs or other groups made by incarcerated individuals will be made using DOC 06-075 Request to Transfer Funds.
 1. Once transferred to account 759, donations are non-refundable.
- III. Receipt of Donations

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- A. Receipt of donations from the public or organizations 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,
 - c. Document the date the donation was received, and
 - d. State or confirm the dollar value for a donation that is not monetary.

- B. The Local Business Advisor 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 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