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## **I. PURPOSE**

The purpose of this departmental directive is to state a uniformed policy in regard to the receipt and handling of voluntary contributions or donations made to the South Carolina Department of Disabilities and Special Needs (DDSN).

## **II. APPLICABILITY**

This policy is to be followed by all employees of DDSN Regional Centers and Central Office.

## **III. POLICY**

All voluntary contributions and donations made to DDSN should be deposited with the State Treasurer's Office and entered into DDSN's accounting records as a contribution. No voluntary contributions or donations given to DDSN can be given to or held by any other organization, even if it is an affiliated organization.

#### IV. GENERAL PROCEDURES

##### A. Receiving Donations

A receipt must be given to the donor of any donation received. If the donation is classified as restrictive (for a specific purpose, a specific region, or a specific purpose within a region), it should be noted on the receipt. All donations must be forwarded for initial intake to either the Director of Finance in Central Office or through the Finance Director at each DDSN Regional Center. A copy of the receipt with an accompanying memo briefly describing the circumstances of the donation are required. The Director of Finance will record the purpose of any donation which will make it a “restricted” donation. Any other donation received will be considered “unrestricted.” Unrestricted funds can be used by DDSN on any expense deemed reasonable by the approving official.

##### B. Expending Donations

Expending restricted donations to use at a particular DDSN Regional Center requires the Facility Administrators (FA), or designee, to approve. All FA approvals of less than \$1,000.00 are routed directly to the Director of Finance, who will administratively process to ensure the expenditure meets the intent of the restricted purpose and then process for payment.

All FA approvals \$1,000.00 or greater and all other expenditures of restricted donations and unrestricted donations are routed by the originator to the Associate State Director for Operations, or designee, for approval. Any expenditure \$10,000.00 and greater also requires the additional approval of the State Director. Subsequent to final approval by the Associate State Director or State Director, the approval is routed to the Director of Finance, who will administratively process to ensure the expenditure meets the intent of the restricted purpose, if applicable, and then process for payment.

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