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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

Regional staff accepting contributions or donations at the Regional Centers shall furnish a receipt to the donor. If the donation is for a specific purpose, a specific region, or a specific purpose within a region, it should be noted on the receipt and documented in supporting work papers as to intent and purpose. Otherwise, the donation will be considered "unrestricted." DDSN's accounting records show restricted and unrestricted donations separately.

Any expenditure of donated funds below $1,000 must receive written approval of the Facility Administrator. Any expenditure above $1,000 up to $4,999.99 must have the written approval of the District Director. Expenditure of donated funds of $5,000 and above requires the written approval of the Associate State Director-Administration prior to the expenditure.

Once approved, forward a copy of the approval to the Central Office Budget and Finance Divisions. Any expenditure from a restricted donation account must have the pre-approval signature of the Facility Administrator to assure expenditures are made only for the purpose specified by the donor.

Except as noted above, receipts and expenditures of voluntary contributions and donations should be made through DDSN's regular receipting and disbursements procedures.

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(Originator)

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