POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RF-220.5

TITLE: Fixed Assets Equipment Donations

EFFECTIVE DATE: 7/20/24 **AUTHORIZED BY: Board of Trustees**

This procedure shall apply to REACH for Tomorrow.

1.0 Intent

To establish a process to ensure that donations are protected from misappropriation.

2.0 Receipt of Donation

Any receipt of an asset/equipment donation shall be acknowledged in writing by the Chief Executive Officer.

3.0 Inventory

The donated item shall be assigned a tag number (if the value is in excess of $300.00) and shall be included in the asset inventory database.