

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 4: Fiscal

POLICY: 4.011

SUBJECT: Donations and Contributions

POINT

PERSON: JEFF JESSEL

APPROVED: GREG ROBERTS
SUPERINTENDENT

DATE: October 28, 2011

I. POLICY

Special Funds may be established at Oregon State Hospital (OSH), with the approval of the Superintendent, in accordance with ORS 179.520. These monies are accounted for in the Trust Fund Account maintained with the Office of the State Treasurer. Donations or contributions with restrictions or special requirements must have prior approval of the Superintendent before acceptance.

II. DEFINITIONS

"Special Fund Account" means an account consisting entirely of donated funds accounted for in the OSH Trust Fund Account maintained by the State Treasurer. Expenditures from these accounts are from budgeted expenditure limitations.

III. PROCEDURES

A. All monies received by contribution and donation shall be handled in the following manner:

1. New donations contributed for special purposes with specific restrictions on their use must be approved before acceptance by the Superintendent, except as noted in A.7.
2. Upon acceptance of a donation, a Special Account will be created in the Trust Fund Account maintained by the State Treasurer.
3. New Special Accounts will be established by the Business Office with a clear statement of the source of funds, the intent for the use of the funds along with a record of authorized signatures; copies of relevant correspondence, wills, etc., should be attached for retention in a permanent file in the Business Office.

4. There shall be a list of no more than three duly authorized personnel to sign for withdrawal from each Special Fund Account. Said list shall be on record in the Business Office.
 5. Contributions to existing Special Fund Accounts shall be deposited in the Business Office to the designated account. All such deposits shall be issued a written receipt.
 6. All funds shall be expended through State limitation per Mental Health and Development Disability Services Division Directive 2.014a according to State Purchasing Rules and OSH Policy and Procedure 4.014, Purchasing, Receiving and Inventory Control of Services and Supplies.
 7. The Volunteer Program may accept on-going or one time donations for general patient benefit using existing DHS procedures for these donations.
- B. A Patients' Benevolent Fund has been established to meet specific needs of individual patients who are otherwise without funds. Donations, contributions and unallocated interest are deposited into this account. (See OSH Policies and Procedures 4.004, Patient Benevolent Fund).
- C. A Special Fund has been established for proceeds of the Peggy Ross Estate. (See OSH Policies and Procedures 4.008, Peggy Ross Trust Fund).
- D. Solicitation of donors for equipment, materials, and supplies is generally prohibited. Caring Tree gifts, bingo prizes, and the like may be solicited by the Director of Volunteer Services upon the approval of the Superintendent. The Director of Volunteer Services may also prepare donation appeals on behalf of hospital programs and departments when approved by the Superintendent.
- E. The hospital shall not solicit from patients any kind of donations.
- F. The Director of Volunteer Services may accept non-cash donations of items if not otherwise prohibited by this or any other hospital policy and procedure. Before accepting items it should be determined that they can be safely and effectively used at the hospital.

SUBJECT: Donations and Contributions

POLICY NUMBER 4.011

DATE: October 28, 2011

PAGE 3 OF 3

IV. REFERENCES

ORS 179.510 to 179.530.

Mental Health and Developmental Disability Services Division Directive 2.014a, Trust Funds, Definition, Accounting, Handling, and Disposition of Money and Property.

OSH Policy & Procedure 4.014, Purchasing, Receiving, and Inventory Control of Services and Supplies.

DHS Volunteer Services Manual

Replaces OSH Policy and Procedure 4.011, *Donations and Contributions*, dated 4/11/2006.