

HARBOR-UCLA MEDICAL CENTER

SUBJECT: DONATION OR LOAN OF EQUIPMENT OR SUPPLIES

POLICY NO. 508

PURPOSE

The purpose of this policy is to:

- Establish the Department’s position concerning donation or loan of supplies and equipment;
- Assure prompt inspections and acceptance or rejection of donated or loaned equipment;
- Eliminate what might be perceived as inappropriate vendor influence, and
- Ensure all policies and procedures are followed with respect to County equipment.

POLICY:

The potential donor must submit the offer of donated equipment or supplies in writing, including the equipment to be donated, the fair market value of each piece or group of equipment if the donation consists of interrelated items such as computer systems and the department in which the donation will be made (donation to a specific individual is prohibited). The fair market value specified by the donor on the written offer of donation must be used to determine the value of the item for both acceptance and inventory purposes. Donations of equipment shall be processed promptly. Each administrator shall assign the Director of Volunteers, Supply Officer, or other designee to work with those wishing to assist our operations by donation of equipment.

Review/approval of items to be donated must be obtained first through Supply Chain Operations Value Analyses and Director which is required to determine if the donation meet the following criteria:

- Standardization of equipment and consumables
- Cerner Compatibility
- Is operational and meets Cal-OSHA requirements
- Can be used and maintained by the Department within its existing budget and resources.

All capital asset equipment donated with the value of \$5,000 or greater must be tagged with a County property tag and entered in the Capital Asset system with all supporting documentation.

Loans of equipment shall be limited to:

1. Replacement of equipment needed as a result of theft or other emergency situation.
2. Temporary replacement of equipment being serviced, or

EFFECTIVE DATE: 3/87, 12/98

SUPERSEDES: #508 Rev 12/2004

REVISED: 7/89, 9/92, 5/98, 12/98, 2/02, 8/18

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3. Testing of new medical or office equipment. Such loans shall be made by vendors or manufacturer representatives, with the understanding that the Department and the County have no obligation to purchase the item of equipment or the specific brand being tested.

Vendors or manufacturer's representatives wishing to donate or loan equipment or supplies normally purchased shall be referred to Supply Chain Operations to pursue a no-cost or minimal cost (\$1 a year) bid to provide the supplies to the Department.

Exempt from the restrictions of this policy are donations of supplies:

1. From volunteer groups, for the benefit of our patients, as arranged by the Director of Volunteers.
2. From individual manufacturers, of those items normally not purchased by the Department (e.g. toys or records).

No employee or operating unit within the Department shall accept or solicit either for himself the unit he represents, or on behalf of the Department any type of donations, gifts, or loans from vendors or manufacturer's representatives of supplies normally purchased by the Department. Employees must avoid taking any action that could give the appearance or suggestion that vendor relationships may be influenced by improper or illegal considerations.

**PROCEDURE:**

1. Administrators shall advise the Director of the offer and of their staff's findings. For any donation of equipment that exceeds \$10,000 only the Board of Supervisors can formally accept for County operations. The Director of Health Services or designee is the only person within the Department who may recommend such acceptance to the Board of Supervisors. Donated equipment accepted by the Board of Supervisors becomes County equipment. Donated equipment shall be controlled as other County equipment.
2. If the value of the equipment donation is \$10,000 or less, the department accepting the donation must prepare and retain a file copy of the documentation supporting the donation. Departments must explain how the fair market value of the donated equipment was established, which program the donation is for, and when the donation was made.

**REFERENCES/AUTHORITY:**

DHS Policy 822 Relations with Supplies  
County Fiscal Manual Section 6.3.0