

ADMINISTRATIVE POLICY AND PROCEDURE

Subject: DONATIONS

Policy No.: A119

Supersedes: December 4, 2015
Origin Date: September 10, 1992

Review Date: February 7, 2024
Revision Date: February 7, 2024

PURPOSE:

To assure prompt inspection and acceptance or rejection of donated equipment, services, and supplies.

POLICY:

The Chief Executive Officer has designated the Director of Volunteer Services (DVS) to coordinate all donation activities related to Rancho Los Amigos National Rehabilitation Center. No other employee shall accept donations either for himself, the medical center, or on behalf of the Department of Health Services (DHS), without prior authorization from the DVS.

All donations will be reviewed to ensure they are appropriate, can be reasonably used and maintained, meet all applicable regulatory requirements, and are functional. The DVS will ensure the Donation Form (Attachment I) is completed with detailed information on the item/equipment being donated and the appropriate reviews and approvals are received before the donation is finalized.

PROCEDURE:

A. General Donation Review Process

1. Department notifies the DVS of potential donation.
2. DVS provides Donation Form for department to complete.
3. DVS reviews the form for completeness before submitting it to the Chief Operations Officer (COO) for review.
4. COO will either approve the donation, reject the donation, or request further specialized review.
5. Appropriate departments (i.e., Information Systems, Facilities Management, Bio-Medical, etc.) will conduct specialized reviews and either approve or reject the donation.
6. If donation is equipment, the DVS will notify Supply Chain Operations to record it as County inventory.
7. Once donation is approved, DVS will track the donation for inclusion in the quarterly reports.

B. All Equipment Donations

The DVS notifies Supply Chain Operations (SCO) so that the donation can be recorded as County inventory. **NOTE:** Donated equipment accepted by the medical center becomes County-owned equipment, and as such, will be tracked as all other County-owned equipment.

1. The Director of SCO shall:
 - a. Obtain Internal Services Department (ISD) approval.
 - b. Assign a County asset tag to donation and complete all necessary documents as required by the Auditor-Controller, etc.
 - c. All donated equipment worth \$500 or more is to be inventoried as directed by SCO.

Revised: 12/15, 2/24

Reviewed: 12/15, 1/23, 2/24

Approved By:

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C. Electronic and/or Medical Equipment Donations

1. Chief Information Officer (CIO) or designee reviews donation form to ensure that the donated equipment can be used and maintained by the department.
2. Bio-Med inspects and tags all patient care equipment prior to acceptance.
3. The Value Analyst conducts a quality check if the donation includes patient supplies.

D. Donation Acknowledgment and Reporting

The DVS prepares:

- a. A Certificate of Donation acknowledging the gift from the donor.
- b. A quarterly report summarizing donations for DHS General Accounting and includes:
 - Date
 - Names and addresses of donors
 - Description of gifts
 - Monetary value of the donation

REFERENCE:

Department of Health Services, Policy 561

DONATIONS FORM

Complete this form and obtain all approval signatures as indicated below. Once form is approved, all donations must be processed through Volunteer Services.

Revised 12-28-23

Donor: _____
Name OR Name of Company/Organization *Date*

Donor's Address: _____
Street *City, State* *Zip*

Donor's Phone Number: _____

DESCRIPTION OF DONATED ITEM(S)

Item Description: _____ Item Value: \$ _____

Type of Donation: Equipment: Other: _____
 Medical Electronic

Receiving Department: _____

Receiving Department's Contact Information (Name and Phone #): _____

Purpose of Donation:

A) All equipment to be donated must be approved by the Chief Operations Officer (COO). Obtain signature ❶.

B) If equipment is **Electronic**:

- All **electronic equipment** must be approved by the Information Management Systems Department. Obtain signatures ❶ ❷.
- All **medical equipment** donated for patient care must be inspected by the Bio-Med Department. Obtain signatures ❶ ❷ ❸.

If donation is over \$5,000 in value, the Director of Volunteer Services is to:

- 1) Notify the Director of Supply Chain Operations (SCO) (if the donation is equipment) to obtain ISD approval.

REQUIRED APPROVALS IF DONATION IS EQUIPMENT:

❶ Signature/Approval of Chief Operations Officer OR Chief Executive Officer

Signature *Date*

❷ Signature/Approval of Chief Information Officer

Signature *Date*

❸ Signature/Approval of Bio-Med Dept. Supervisor

Signature *Date*