

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** ACCEPTANCE OF GIFTS TO THE DEPARTMENT**POLICY NO.** 561

PURPOSE:: To establish a policy regarding the acceptance and acknowledgment of gifts to the Department.**POLICY::** The Department shall comply with the Board of Supervisors' instructions on the acceptance and acknowledgment of gifts and bequests.

The Board delegates responsibility for acceptance of gifts under \$10,000 in value to the Department Head who shall acknowledge the gift to the donor. Gifts of special significance shall be reported to individual Board members on a timely basis for additional acknowledgment at their discretion.

Gifts over \$10,000 in value shall be reported individually to the Board for their acceptance.

The Department shall submit a quarterly report to the Board on all gifts received.

GUIDE:: In accepting and disbursing donations, the Department shall follow the procedures developed by the Controller's Division**AUTHORITY::** County Fiscal Manual California Government Code, Section 25355

EFFECTIVE DATE: Mar 01, 1998**SUPERCEDES:****APPROVED:** Signature on File