

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-300
	APPROVAL:	EFFECTIVE DATE March 1, 1998
SUBJECT: GIFTS AND DONATIONS MADE FOR FACILITIES DIVISION PROGRAMS	PAGE 1 OF 2	

PURPOSE: To establish policies and procedures for accepting any gift or donation made for the benefit of the programs of the Division. The Department's rule on this subject is 125-70-000.

POLICY:

I. As authorized under ORS 276.005, the Department may accept on behalf of the State of Oregon any gifts, grants and donations from public and private sources for the purposes set out in ORS 276.005. Any prospective donor may contact the Division Administrator to consult or to propose making gifts, grants or donations of any value stipulating conditions or limitations, if any. Such proposals may be addressed to:

Administrator, Facilities Division
Department of Administrative Services
1225 Ferry Street SE U100
Salem, Oregon 97301-4281

- II. All donations or gifts must be approved by the Administrator before such an offer can be accepted by the Department. Such gift, grant and donation funds will be deposited by the Department in appropriate separate trust accounts to be used for the purpose which the gift, grant or donation was intended. When no specific designations are made by the donor, the Department shall deposit such amounts in the Capital Projects Account established under ORS 276.005, subject to any limitations imposed by the donor. When the Department determines that any stipulation or limitation imposed by the donor will result in violation of any applicable law or is contrary to any rules or policies of the State, the Department shall decline acceptance of such donation or gift.
- III. Proposed donations may be incorporated into the landscape or the facilities only if the following criteria are satisfied:
- A. Compatibility with the Department's master plans or, in areas not covered by the plan, compatibility with the existing facilities.
 - B. Compatibility with the local conditions.
 - C. Age and the anticipated general condition of the donation.
 - D. Anticipated maintenance requirements.

- IV. Memorial or donation plaques associated with any landscape donation are discouraged by the Department in order to simplify the environment and minimize maintenance. However, in case any such plaque is stipulated by the donor and approved by the Administrator, the donor shall provide the cost for the purchase of such plaque. The size and type of such plaque shall be determined by the Administrator. The Division may provide for the mounting post and the necessary labor for the installation.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Facilities Division	Receives offers of gifts or donations, reviews objects offered and any stipulations set out therefor according to the standards provided in this Policy.
Administrator	Approves acceptance of any proposed donations, and acknowledges the receipt thereof, including any conditions stipulated by the donor and agreed to by the Division.
Facilities Division	<ol style="list-style-type: none"> 1. Notifies Internal Support Division to establish appropriate trust accounts, Division as needed. 2. Uses the objects received according to the plans and policies of the Division and the stipulations of the donor, when applicable.
Internal Support Division	Establishes appropriate trust accounts as notified by the Division.