

Process Steps

Title:	DHS-040-026-03 Donations - Disbursements
Related to:	DHS-040-026 Donated Funds, Goods, and Services
Effective date:	01/06/2020

Purpose

This document outlines the appropriate process for disbursing donated funds, goods, and services. Donated funds are cash or in-kind goods and services donated to DHS and utilized to benefit the Agency's mission of assisting individuals to become independent, healthy, and safe.

Process Steps

1. The donated funds coordinator, manager or designee establishes proper internal controls around the disbursement of *donated funds* aligned with policy DHS-040-026.
 - a. Donations may be used in combination with assistance from other resources.
 - b. It is preferred that all other funding sources are exhausted prior to using donated funds.
 - c. Donation use specified by the donor should be honored when possible. If unable to honor the donor specification, the donation will be utilized to benefit the agency mission of assisting individuals to become independent, healthy, and safe.
2. Staff request authorization from the donated funds coordinator, manager or a designee for the use of *cash donations*. A complete request includes the:
 - a. Index.
 - b. PCA.
 - c. Agency Object.
 - d. Amount.
 - e. Purpose of the requested expenditure.
3. The donated funds coordinator, manager or designee reviews the request to determine if funds are available and use is appropriate. The approver is responsible for considering:
 - a. Whether the purchase supports the DHS mission of assisting individuals to become independent, healthy, and safe.
 - b. Whether the decision is based on "good judgement" and "lawfulness".
4. The manager or designee with delegated authority signs the written request if approved.
5. The requesting staff person sends the signed request to OFS.INVOICES@dhsosha.state.or.us or purchases with the office SPOTS card.

6. For *donated goods and services*, the donated funds coordinator, manager or designee establishes processes, that include a disbursement authorization process and a recording system in alignment with policy DHS-040-026 and process DHS-040-026-04.
7. The donated funds coordinator logs the disbursement of donated funds, goods and services in accordance to DHS-040-026-04.

References

[Oregon Accounting Manual \(OAM\)](#)

[OAM 10.20.00.PR](#) Internal Controls - Cash

[DAS 107-001-020](#) Public Records Management - Records Retention Schedule

[DHS 060-002](#) Operational Policy - Conflict of Interest

Forms referenced

Related policies

DHS-040-026 Donated Funds, Goods, and Services Policy

DHS-040-026-01 Donations-Soliciting

DHS-040-026-02 Donations-Receipting and Recording

DHS-040-026-04 Donations-Reporting

Contact

Shawn Jacobsen

503-945-6869

Shawn.Jacobsen@dhs.oha.state.or.us

Keywords

Donations, donated funds, donated goods, donated services, in-kind

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.