

## Process Steps

<b>Title:</b>	ODHS-040-026-03 Donated Funds Disbursement
<b>Related to:</b>	ODHS-040-026 Donated Funds, Goods, and Services
<b>Effective date:</b>	02/06/2023

## 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 ODHS and used 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 ODHS-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 is used 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 designee for the use of *cash donations*. A complete request includes the:
  - a. Index.
  - b. Program cost account (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 whether use is appropriate. The approver is responsible for considering:
  - a. Whether the purchase supports the ODHS mission of assisting individuals to become independent, healthy, and safe.
  - b. Whether the decision is based on "good judgement" and "lawfulness".
  - c. Whether the proper buy or contracting decision has been made for the item or services purchased.
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@odhsoha.oregon.gov](mailto:ofs.invoices@odhsoha.oregon.gov).

6. For *donated goods and services*, the donated funds coordinator, manager, or designee establishes processes, that include a process and recording system that align with policy ODHS-040-026 and process ODHS-040-026-04.
7. The donated funds coordinator logs the disbursement of donated funds, goods, and services in accordance with ODHS-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](#)

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

## Forms referenced

## Related policies

[ODHS-040-026 Donated Funds, Goods, and Services Policy](#)

[ODHS-040-026-01 Donations-Soliciting](#)

[ODHS-040-026-02 Donations-Receipting and Recording](#)

[ODHS-040-026-04 Donations-Reporting](#)

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## Keywords

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

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