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@dhsoha.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

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