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|  <p style="text-align: center;"> ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction </p> | Index #: 202.08 | Page 1 of 3 |
| | Effective Date: September 15, 2008 | |
| | Distribution: A | |
| | Supersedes: 202.08 (8/1/05) | |
| Approved by: George M. Little | | |
| Subject: DONATIONS | | |

- I. AUTHORITY: TCA 4-3-607, TCA 4-3-606, and TCA 12-1-101.
- II. PURPOSE: To establish a system of acceptance of donated items from private individuals, organizations, and businesses for any division or area(s) of the Tennessee Department of Correction (TDOC).
- III. APPLICATION: To all TDOC employees.
- IV. DEFINITIONS:
 - A. Acknowledgement of Donation Form: A legal document used by the State of Tennessee for the approval and acceptance of property exceeding \$5,000 to be donated, and to acknowledge the receipt of such property. (See copy at the end of this policy)
 - B. Manager: For purposes of this policy, Warden, Director, or Superintendent of the Tennessee Correction Academy.
 - C. Property: Any item of real or personal property, including money and/or securities.
- V. POLICY: The TDOC shall obtain approval and acknowledge receipt of all donations in accordance with the procedures outlined below.
- VI. PROCEDURES:
 - A. Private individuals, organizations, or businesses that wish to donate property exceeding \$5,000 to TDOC should notify the Director of Fiscal Services or designee through the appropriate division/institution. This notification will include:
 1. The completed Acknowledgement of Donation form
 2. A memo that provides the following:
 - a. Donor's name, position/title, address, and telephone number
 - b. Description of the donated item(s) including make, model, serial number, and year, if applicable and available
 - c. Value of the donated item(s). Any documentation concerning the value of the donated item(s) should be attached.
 - d. Purpose of offer
 - e. Any restrictions in use of the item(s)

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3. The Fiscal Services section will obtain the approval of the Commissioner. Upon receipt of this approval, he/she will forward the Acknowledgement of Donation form to the Office of the Governor for signature.
 4. Upon receipt of the signed form from the governor's office, the Fiscal Services section of Administrative Services will forward the form to the receiving location.
 5. The location receiving the donated property will present a copy of the acknowledgement of donation form to the donor upon receipt of the donated property.
 6. A copy of the acknowledgement of donation form will be retained by the receiving location.
- B. Private individuals, organizations, or businesses that wish to donate property valued at \$5,000 or less to TDOC should notify the Director of Fiscal Services or designee through the appropriate division/institution. This notification shall include:
1. A memo that provides the following:
 - a. Donor's name, position/title, address, and telephone number
 - b. Description of the donated item(s) including make, model, serial number, and year, if applicable and available
 - c. Value of the donated item(s). Any documentation concerning the value of the donated item(s) should be attached.
 - d. Purpose of offer
 - e. Any restrictions in use of the item(s)
 2. The Director of Fiscal Services or designee shall obtain approval for the acceptance of the property from the Assistant Commissioners of Administration and Operations.
 3. Once the Assistant Commissioners' approval is obtained, the Director of Fiscal Services or designee shall notify the Warden/Superintendent in writing.
- C. If the donated property is any type of computer(s) or software, the Director of Fiscal Services or designee must obtain written approval from the Director of Management Information System prior to obtaining approval from the Assistant Commissioners.
- D. Processing of personal property as required by the Tennessee Department of General Services will be in accordance with Policy #206.01.
- E. In any instance that the donor's stated values appear unreasonable, the manager may request a written statement as to how the value was determined.

VII. ACA STANDARDS: None.

VIII. EXPIRATION DATE: September 15, 2011.

PHIL BREDESEN
GOVERNOR



GEORGE M. LITTLE
COMMISSIONER

STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
FOURTH FLOOR, RACHEL JACKSON BUILDING
320 SIXTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0465
Office (615) 741-1000 Fax (615) 532-8281

COUNTY OF _____

ACKNOWLEDGMENT OF DONATION

I, _____, on behalf of _____, donate to the State of Tennessee, Department of Correction, the following property:

I attest that the donor is the lawful owner of the property/services and that I am the donor or have been empowered to act on the donor's behalf. The property is free of any legal encumbrances, except as stated:

Donor

Date

Signed and sealed on this _____ day of _____ before me the undersigned, a notary, in and for _____ County, Tennessee.

Notary Public

I hereby recommend acceptance of this donation with the sincere gratitude of the Department of Correction.

BY: _____
George M. Little, Commissioner

Date

On behalf of the State of Tennessee, I accept the donation specified above.

Phil Bredesen
Governor