NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: DONATIONS

NUMBER: NN-LD-02

ORIGINAL DATE: 05/22/91

REVIEW/REVISE DATE: 08/25/93, 05/02/96, 03/22/01, 05/06/04, 6/7/07, 3/18/10, 1/17/2013

APPROVAL________Cody L. Phinney______, Agency Director

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I. PURPOSE

To ensure the appropriate management of all donations to NNAMHS

II. POLICY

NNAMHS will accept donations which are useful to NNAMHS and/or which contribute to the general care of consumers.

III. REFERENCE

NNAMHS Policy NN-IC-16 Clothing Resource Management

IV. PROCEDURE

1. Clothing donations may be accepted by NNAMHS staff who will contact the Custodial Supervisor for appropriate processing. All other donations must be
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approved by the ASO III or designee, Information Technology (IT) (computer equipment only), or the NNAMHS Purchasing Department.

2. Items will be acceptable as donations to NNAMHS if they can be of:
   a. Use in NNAMHS programs.
   b. Benefit to the overall care of consumers in a specific manner.
   c. Benefit to the general improvement of NNAMHS.
3. Donations that require the use of labor and/or materials to be provided by NNAMHS can be accepted only with prior written approval from the ASO III.
4. Donations classified as equipment require identification with State I.D. numbers for record keeping purposes and proof of ownership. All such donations must be received by the NNAMHS Purchasing Department who will issue NNAMHS Donation Receipt upon request
5. Clothing
   a. Clothing that is acceptable for NNAMHS consumer use must be washable and in good repair.
      (i) The Custodial Supervisor or designee is responsible for accepting donated clothing. Donated clothing will be laundered prior to consumer use.
      (ii) Clothing that needs repair will be routed to the Washoe Ability Resource Center (WARC) by the accepting staff.
   b. Clothing that requires dry cleaning will not be accepted. If inadvertently accepted, it shall be routed to WARC by the accepting staff.
   c. Used underwear will not be accepted; however, new underwear will be accepted.
   d. Non-washable shoes that are accepted shall be disinfected with a product approved by the Infection Control Committee upon receipt by the accepting staff or their designee.

e. Washable shoes will be diverted to NNAMHS Laundry Facility by the accepting staff prior to consumer use.

6. The following items will not be accepted for donation:
   a. Mattresses and/or box springs
   b. Pillows
   c. Futons
   d. Any electrical appliances that do not have an immediate or purposeful application for use
   e. Upholstered furniture.
   f. Drapes
   g. Food items
   h. Unlicensed computer software
7. The donor of the items listed above will be directed to contact a charity of their choice for donation of these items.
8. Donation receipts are available upon reques and must be completed in duplicate with the original returned to the donor and the copy forwarded to the Business Office.
   a. For equipment donations, Purchasing Department staff will photocopy the receipt.
   b. The copy of the receipt will be maintained in the Purchasing Department.
   c. A donation letter on NNAMHS letterhead will be sent to the donor, upon request made to the Business Office.
9. Donations of computer equipment must be approved by the Information Technology Manager or designee.

10. NNAMHS reserves the right to use any donated item in ways other than requested by the donor if other use is more appropriate and more beneficial for the consumers or the program. When a specific request for use of a donated item is made, the donor shall be informed of this.
11. NNAMHS reserves the right to dispose of donated items which are unusable or which have ceased to be usable without notification or permission of the donor.
12. Property that has been accepted as a donation will be stored in the area it was intended or accepted for. If the property will not be immediately used, it will be stored in a location designated by the NNAMHS ASO III.