

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 220.5
Subject Title <b>Fixed Assets/Equipment Donations</b>	Adopted 12/15/99	Last Revised 4/06/17	Reviewed 3/15/05; 9/5/06; 4/20/10; 2/24/14; 7/14/15; 4/6/17

**PROCEDURE**

**Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

**1.0 Intent**

To establish a process to ensure that donations are protected from misappropriation.

**2.0 Receipt of Donation**

Any receipt of an asset/equipment donation shall be acknowledged in writing by the Chief Executive Officer.

**3.0 Inventory**

The donated item shall be assigned a tag number (if the value is in excess of \$300.00) and shall be included in the asset inventory database.

Robert S. Lathers, Chief Executive Officer	Date		