

## The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Fiscal Resources</b>	Chapter # <b>F</b>		Subject # <b>220.5</b>
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; 46/17; 9/3/19; 9/15/20; 8/16/21; 8/31/22

### 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.

Kerry Possehn, Chief Executive Officer	Date		