

ENVIRONMENT OF CARE

VA PUGET SOUND
HEALTH CARE SYSTEM

MEMORANDUM EC-27
MARCH 2010

SUBJECT: DONATION POLICY

1. **PURPOSE:** To rewrite, reissue and implement VA policy and procedures relative to the acceptance, use and accounting of monetary and in-kind donations to the VA Puget Sound Health Care System. This policy does not pertain to donations in support of disasters; those processes and procedures are addressed in the VA Puget Sound Emergency Operations Plan.

2. **POLICY:** The Director, Voluntary Service will coordinate all donations to VA Puget Sound, including monetary donations to General Post Fund (GPF) accounts, excluding education, research and CWT. All donations will be accepted and used for the direct or indirect benefit of patients and their families. Donated funds may be restricted (earmarked for a specific purpose) or unrestricted and are accepted only with the donor's understanding that complete title passes to and is vested in VA.

3. PROCEDURES:

- a. Individuals, groups or organizations interested in making a donation will consult with the Director, Voluntary Service or designee prior to making the donation so as to determine the appropriateness of and need for the item(s), and to make delivery arrangements.
- b. All monetary donations accepted will be turned over to the Agent Cashier within one work day to be deposited into the appropriate GPF account. Checks or money orders are to be made payable to "VA Puget Sound" and should include a specified use and GPF account number, if applicable. Cash donations require the completion of VA Form 10-2815, "Temporary Receipt for Funds" in duplicate with the original being given to the donor and the copy accompanying the deposit.
- c. Donors will complete an intake form for in-kind donations that lists the date of the donation, the item(s) donated, intended use, and contact information for acknowledgement purposes. Expendable items will be accepted and distributed by Voluntary Service through established processes. Non-expendable donations (equipment, etc.) will be entered on the receiving department's Equipment Inventory List (EIL) following established procedures.
- d. Voluntary Service will document and coordinate the appropriate acknowledgement of these donations to benefit patients and their families.
- e. Employees interested in donation assistance for patient benefit may submit an electronic request (e-mail or Intranet) to Voluntary Service through their service line leader. Requests for items should first be pursued through established medical center processes to ensure that appropriated dollars are not available.

4. RESPONSIBILITIES:

- a. Facility Director has the overall responsibility for the appropriate acceptance and use of donated funds, equipment and supplies at VA Puget Sound.
- b. Director, Voluntary Service, as designee of the Facility Director, is responsible for coordinating, accepting and assuring proper accountability for all donations with the exception of those received through Education, Research and CWT. In addition, is responsible for:
 - (1) Reviewing and acting upon staff requests for donation support
 - (2) Establishing procedures for areas to receive recurring expendable donations

- (3) Coordinating the processing of donated non-expendable items (installation, EIL, etc)
 - (4) Communicating donation needs and opportunities to interested parties.
 - c. Director, Research and Development Service will coordinate the acceptance of donated items for the Research. All supplies purchased by the VA Puget Sound's research foundation, SIBCR, for the use in research laboratories are automatically accepted as donations to the Medical Center.
 - d. Financial Manager is responsible for maintaining records of all monetary donations, conducting audits of GPF accounts, and providing monthly reconciliation reports to GPF control point officials.
 - e. Service Line Leaders are responsible for reviewing and approving requests from their departments/employees for donations and/or GPF assistance from Voluntary Service, ensuring that appropriated funds are not available and that the requested items meet a legitimate need to benefit patients and their families.
 - f. VA Puget Sound employees are responsible for referring prospective donors to Voluntary Service for coordination and acceptance of their donations.
5. **REFERENCES:** VHA Directive 1620 and VHA Handbook 1620.1; VHA Handbook 4721.
6. **RESCISSION:** Memorandum EC-27, dated December 2003.
7. **FOLLOW-UP RESPONSIBILITY:** Director, Voluntary Service.

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Acting Director