

Business Procedures
Series 800

Policy Title: Acquisition and Disposition of Donated Property Code No. 806

Policy Statement

Heartland AEA will consider acceptance of major donations and gifts which are compatible with the mission of the Agency.

Scope of Policy

Major donations or gifts are valued above \$5,000.

Accountability Overview

The chief administrator appoints a three-person ad-hoc gift committee to make recommendations for the acceptance or use of gifts or the disposition of donated property.

The chief administrator will make a recommendation to the Board regarding acceptance of major donations or gifts using the applicable criteria below.

- A. The owner must have clear title to the property.
- B. A fair market value must be agreed upon between Heartland AEA and the donor. If such value cannot be readily determined, the item shall be taken to a mutually agreed upon appraiser for final determination. The expense of this appraisal shall be borne equally by Heartland AEA and the donor. The donor is responsible for furnishing evaluation material to the appropriate governmental tax agencies.
- C. Heartland AEA must be capable of insuring and properly caring for the gift.
- D. The Agency considers moral, legal, and ethical implications of the acquisition.
- E. The gift must not have any encumbrances or restrictions regarding property rights or copyrights, patents or trademarks, future disposition, or physically hazardous attributes.
- F. Donor-imposed restrictions must be reasonable as determined by the Agency.

The chief administrator reviews written recommendations for dispositions of previously donated property and makes a recommendation to the Board. To be considered for de-acquisition, items may meet at least one of the following criteria:

- A. Heartland AEA has a duplicate.
- B. Heartland AEA is unable to properly care for and/or preserve the item.
- C. The item has deteriorated beyond usefulness as determined by the gift committee.

Disposition will occur in compliance with a method identified in policy 816.

The chief administrator or designee is responsible for maintaining permanent records of acquisitions and disposals through the fixed asset system.

Date of Adoption: June 13, 1988

Reviewed: 11/10/92, 8/05

Amended: 12/8/92 & 9/8/98, 5/13/14, 3/14/17, 4/13/21