

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Administration

Number: F 15

Subject: Donations and Gifts

Revision Date: 01/08/2025

Approved: Signature on file

POLICY

The Agency Director has the authority to accept donations, gifts, bequests, and devises of money or property, not to exceed \$10,000 per gift, on behalf of the Agency. All donations and gifts of \$10,000 or more must be reported directly to the Board of Supervisors for acceptance.

For gifts, bequests and devises of \$5,000 or more, but not exceeding \$10,000, departments shall also notify each Board office via off-agenda letters of such gifts and donations immediately upon receipt. For gifts, bequests, and devises under \$5,000, departments shall use their own discretion in deciding whether to advise the Board. The value of all donated property will be determined by the donor.

Employees are not allowed to accept donations/gifts for personal use, except as noted in Section III B below. However, employees may accept donations/gifts on behalf of the Agency, but such donations and gifts must be reported to their superiors.

Operation Santa Claus, Senior Santa, and Community Partners Programs have separate policies and procedures that must be followed when accepting gifts and donations to these special programs.

Donations/gifts of property including computers and autos are subject to fixed/controlled asset tagging and reporting requirements per P&P E7.