

 <p style="text-align: center;"> ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction </p>	Index #: 202.08	Page 1 of 4
	Effective Date: June 1, 2012	
	Distribution: A	
	Supersedes: 202.08 (9/15/08)	
Approved by: Derrick D. Schofield		
Subject: DONATIONS		

- I. AUTHORITY: TCA 4-3-607, TCA 4-3-606, and TCA 12-1-101.
- II. PURPOSE: To establish a system of acceptance of donated items from private individuals, organizations, and businesses for any division or area(s) of the Tennessee Department of Correction (TDOC).
- III. APPLICATION: To all TDOC employees.
- IV. DEFINITIONS:
 - A. Acknowledgement of Donation for Item(s) over \$5,000 (CR-3778): A legal document used by the State of Tennessee for the approval and acceptance of property exceeding \$5,000 to be donated, and to acknowledge the receipt of such property. (See copy at the end of this policy)
 - B. Donation Approval for Item(s) under \$5,000 (CR-3779): A legal document used by the State of Tennessee for the approval and acceptance of property valued at \$5,000 or less to be donated, and to acknowledge the receipt of such property. (See copy at the end of this policy)
 - C. Manager: For purposes of this policy, Warden, Director, District Director, or Superintendent of the Tennessee Correction Academy.
 - D. Property: Any item of real or personal property, including money and/or securities.
- V. POLICY: The TDOC shall obtain approval and acknowledge receipt of all donations in accordance with the procedures outlined below.
- VI. PROCEDURES:
 - A. Private individuals, organizations, or businesses that wish to donate property exceeding \$5,000 to TDOC should notify the manager or designee through the appropriate facility/office.
 1. The manager will complete an Acknowledgement of Donation for Item(s) over \$5,000 (CR-3778) which will contain the following information:
 - a. Donor's name, position/title, address, and telephone number

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- b. Description of the donated item(s) including make, model, serial number, and year, if applicable and available
 - c. Value of the donated item(s). Any documentation concerning the value of the donated item(s) should be attached.
 - d. Purpose of offer
 - e. Any restrictions in use of the item(s)
 2. Upon completion, the Acknowledgement of Donation, CR-3778, shall be forwarded to the Director of Contracts Administration or designee for processing.
 3. The Director of Contracts Administration or designee shall obtain the appropriate approval from the Commissioner and forward CR-3778 to the Office of the Governor for signature.
 4. Upon receipt of the signed CR-3778 from the governor's office, the Director of Contracts Administration or designee will forward the approved CR-3778 to the receiving location.
 5. The location receiving the donated property will present a copy of the CR-3778 to the donor upon receipt of the donated property.
 6. A copy of the CR-3778 will be retained by the receiving location.
- B. Private individuals, organizations, or businesses that wish to donate property valued at \$5,000 or less to TDOC shall notify the manager or of the appropriate facility/office.
1. The manager will complete a Donation Approval for Item(s) Under \$5,000 (CR-3779) which will contain the following information:
 - a. Donor's name, position/title, address, and telephone number
 - b. Description of the donated item(s) including make, model, serial number, and year, if applicable and available
 - c. Value of the donated item(s). Any documentation concerning the value of the donated item(s) should be attached.
 - d. Purpose of offer
 - e. Any restrictions in use of the item(s)
 2. Upon completion, the Acknowledgement of Donation, CR-3779, shall be forwarded to the TDOC Director of Contracts Administration or designee for processing.
 3. The Director of Contracts Administration or designee shall obtain approval for the acceptance of the property from the Deputy Commissioners of Administration and Operations.
 4. Once the Deputy Commissioners' approvals are obtained, the Director of Contracts Administration or designee shall notify the manager or designee in writing.

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- C. If the donated property is any type of computer(s) or software, the Director of Contracts Administration or designee must obtain written approval from the Director of Management Information System prior to obtaining approval from the Deputy Commissioners.
- D. Processing of personal property as required by the Tennessee Department of General Services will be in accordance with Policy #206.01.
- E. In any instance that the donor's stated values appear unreasonable, the manager may request a written statement as to how the value was determined.

VII. ACA STANDARDS: None.

VIII. EXPIRATION DATE: June 1, 2015.



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
SIXTH FLOOR, RACHEL JACKSON BUILDING
320 SIXTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0465
OFFICE (615) 741-1000 • FAX (615) 532-8281

DERRICK D. SCHOFIELD
COMMISSIONER

STATE OF TENNESSEE
COUNTY OF _____

ACKNOWLEDGMENT OF DONATION

I, _____, on behalf of _____, donate to the State of Tennessee, Department of Correction, the following property:

I attest that the donor is the lawful owner of the property/services and that I am the donor or have been empowered to act on the donor's behalf. The property is free of any legal encumbrances, except as stated:

Donor

Date

Signed and sealed on this _____ day of _____ before me the undersigned, a notary, in and for _____ County, Tennessee.

Notary Public

I hereby recommend acceptance of this donation with the sincere gratitude of the Department of Correction.

BY: _____
Derrick D. Schofield, Commissioner

Date

On behalf of the State of Tennessee, I accept the donation specified above.

Bill Haslam
Governor



TENNESSEE DEPARTMENT OF CORRECTION
DONATION APPROVAL FOR ITEM(S) UNDER \$5000

_____ FACILITY/OFFICE

_____ DATE

FROM: _____
Warden/District Director/DCCO Director (*Please Print*)

TO: _____
Director of Contracts Administration

Per TDOC Policy 202.08, the following donation is for approval at the appropriate level:

Donor's Name: _____

Position/Title: _____

Address: _____

Telephone Number: _____

Description of donated item(s) - Model & Serial No., if applicable: _____

Estimated value of donated item(s): _____

Purpose of donation: _____

Any restrictions in use of donation: _____

Your assistance and approval of this donation is appreciated.

PC:

On behalf of the State of Tennessee, Department of Correction, with the sincere gratitude, I accept the donation specified above.

BY: _____
Deputy Commissioner/Operations

Date

Deputy Commissioner/Administrative Services

Date