

**ORANGE COUNTY SOCIAL SERVICES AGENCY**

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Donations and Gifts

**Number:** F 15

**Approved:** Signature on file

**Date:** 01-03-03

**POLICY**

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

Agency staff is not allowed to accept donations/gifts for personal use, except in some instances. However, Agency staff may accept donations/gifts on behalf of the Agency but such donations and gifts must be reported to their superiors.

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