

## Donation guidelines

The greatest concern and opportunity for problems is the identification of the entity that is to receive the donation. There must be a public purpose associated with the donation, and we must avoid situations where donations are being made to an individual employee's favorite non-profit to the exclusion of other worthy non-profits.

1. (a) The PSU unit identifies the property it wishes to donate and provides a list of the property, its status under ORS 580-040-0306 and 0307, and all other relevant information, including restrictions on transfer and any environmental issues, to the Director of Facilities and Planning or designee.

(b) At the same time, the PSU unit provides the identity of the intended non-profit donee, which must make it known publicly that it routinely, accepts donations of the items of property at issue. The PSU unit should not have contacted the intended donee. The PSU unit should provide evidence from the internet or publications that the intended non-profit donee routinely accepts donations of the property at issue. The PSU unit should affirm that no current or former employee or agent with knowledge of the intended donation has any relationship to or with the intended donee (to put it another way, all relationships with the donee should be disclosed).

Sometimes, it may be appropriate to make donations to organizations that do not meet the criteria set forth in 1(b). This would require a special request to and a special exception to be made by the FAP director or designee.

2. The FAP director or designee determines whether to approve the donation.

3. If the donation is approved by the FAP director or designee, the PSU unit contacts the intended donee to ensure that the items will be accepted on terms acceptable to PSU. If the intended donee will accept the donation, a transmittal letter is prepared that includes the following:

All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. You will have no recourse against the State of Oregon, the Oregon University System, an institution, or any of their officers, employees, or agents. Title to the donated property is transferred once you take possession. All donations are final. You assume all responsibility, including risk of loss or damage, for the item when title is transferred.

The letter is sent to an authorized representative of the donee and the property is made available for pickup. Generally, donations should be made locally.