



State of Arizona Accounting Manual

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INTRODUCTION

From time to time, individuals or organizations express an interest to donate goods or services to an agency of the State of Arizona Government.

While this might be well intentioned and appear to benefit the State, the nature of the donation can engender unforeseen, problematic and/or detrimental consequences.

Certain goods—e.g., pieces of equipment like printers—might require specialized servicing or parts. Some services—e.g., software programming—might require updating or maintenance required by and that can only be provided by the donor or the original service provider.

However, the obligatory provider of the ancillary goods or services might not be on State contract. Moreover, the mandatory ancillary goods or services might not be economical or of a quality comparable to similar offerings from other sources.

This section of SAAM outlines the procedures to be followed when an agency is offered by way of donation goods or services that might entail requirements or commitments beyond initial acceptance.

POLICY & PROCEDURES

1. When offered any good or service as an intended donation to the State, determine whether, if applicable:
 - 1.1. The good, such as, for example, an item of machinery, will require any special consumables, maintenance, or future repair parts specific to the good offered.
 - 1.2. The service, such as, for example, computer programming, is likely to require any future support or modification.
 - 1.3. The special consumables, maintenance, repair parts, support or modifications can only be provided by the donor or some other single source provider.
2. If the conditions set forth in paragraph 1 are met, before accepting the proffered donation, communicate with the appropriate agency or State procurement officer to establish whether:
 - 2.1. The donor or other single source provider is on State contract.

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- 2.2. The tendered donation represents a value to the State when the costs of the special consumables, maintenance, repair parts, support or possible modifications are measured against other offerings in terms of utility, quality and cost.
3. If, after consultation with the appropriate procurement officer:
 - 3.1. Written approval by the procurement officer is granted, the donation may be accepted.
 - 3.2. Written approval by the procurement officer is withheld, the donation may not be accepted.