

**DONATION FORM**

Pursuant to A.R.S. § 8-453(B)(3), the Arizona Department of Child Safety has the statutory authority to apply for, accept, receive and expend public and private gifts or grants of money or property on the terms and conditions as may be imposed by the donor and for any purpose provided by law.

**PART I – DONATING ENTITY AND TYPE OF DONATION INFORMATION**

**Instructions:** Complete this section and forward as indicated below.

DONATING ENTITY ( <i>Business Name</i> ) OR INDIVIDUAL NAME ( <i>Last, First, M.I.</i> )	VALUE OF DONATION
ADDRESS	PHONE NO.
DONATED PRODUCTS, ACTIVITIES, SERVICES, AND/OR PROFESSIONAL EXPERTISE:	

DONORS TERMS AND CONIDITIONS REGARDING GIFTS, GRANTS OR PROPERTY

DCS EMPLOYEE ACCEPTING DONATION	DIVISION/PROGRAM	DATE
SITE CODE	PHONE NO.	

**PART II – DEPARTMENT OF CHILD SAFETY ACCEPTANCE OF DONATION**

Instructions to approving authority: Complete this section to approve or disapprove acceptance of the donation. The original shall be retained by the Department official who submitted the donation request and a copy of the decision shall be forwarded to the Program Administrator or Deputy Director of Operations as well as to the Office of Accounting.

DISPOSITION BY AUTHORIZED APPROVING AUTHORITY	SIGNATURE OF AUTHORIZED APPROVING AUTHORITY	DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

VALUE \$

**If value exceeds \$1,000, approval from DCS Office of Procurement is required.**

OFFICE OF PROCUREMENT DISPOSITION ( <i>If required</i> )	SIGNATURE OF OFFICE OF PROCUREMENT ( <i>If required</i> )	DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

<sup>1</sup>Donations to the Department of Child Safety are provided with the understanding that the donations shall be expended in a manner consistent with Donors Terms and Conditions and the Authority provided to the Department of Child Safety. Additional expenditure specifications beyond that defined in statute may result in non-acceptance of the contribution. For tax-related questions pertaining to this contribution, please consult with a tax professional. Donations to the Department of Child Safety shall not impact in any way current or future contractual provider relations.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for Department services is available upon request. • Ayuda gratuita con traducciones relacionadas con los servicios del DCS está disponible a solicitud del cliente.