Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.2.07

2. SUBJECT: ***Donations and Contributions***

3. POLICY: When the District receives donations or contributions the funds will be allocated in a manner that benefits the intent of the person or persons making the donations or contribution. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief and Officers of the Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   . When donations are received that are clearly earmarked for a specific purpose, the District shall deposit the money into the General Fund and expend the money for the expressed purpose.

   A. When donations are received that are not clearly indicated as to their purpose, the District shall deposit the money into the General Fund and the money shall be used to purchase fire suppression, EMS, or station equipment as determined by the Board of Commissioners.