



POLICY MANUAL

<p>Legal References:</p>	<p>Policy Department: Finance</p>
<p>Cross References: Administration</p>	<p>Policy Number: F4</p>
<p>Adoption Date: August 28, 1989</p> <p>Revision Date: September 25, 2017</p>	<p>Policy Title: Donation – Goods and Designs</p> <hr/> <p>Review Date:</p>

POLICY PURPOSE:

To establish ownership of donated items.

POLICY STATEMENT:

A signed release must be obtained from any person or organization donating any goods or designs stating that the Town may use as they deem necessary.