

AOC Operations

POLICY ON DONATION OF SMALL EQUIPMENT, SMALL FURNITURE, MATERIALS, AND SUPPLIES NON-FIXED ASSETS

(a) Purpose and Scope

(1) Purpose

The purpose of this policy is to establish uniform practices for the donation to Maryland schools, charities, and other approved 501 (c) (3) organizations excess Small Equipment, Small Furniture, Materials, and Supplies no longer needed for general business use by the Maryland Judiciary.

(2) Scope - This policy applies to all excess Small Equipment, Small Furniture, Materials, and Supplies as defined below.

(b) Policy Statement

- (1)** The Maryland Judiciary recognizes that there may be Small Equipment, Small Furniture, Materials, and Supplies which are no longer needed for general business use by the Judiciary. It is desirable that these items be made available to Maryland schools, charities, or other eligible 501 (c) (3) organizations for their use.
- (2)** The responsibility for authorizing the request submitted by the Administrative Head to donate excess Small Equipment, Small Furniture, Materials, and Supplies is vested with the Administrative Office of the Courts (AOC) Operations.
- (3)** All donations of excess Small Equipment, Small Furniture, Materials, and Supplies must be approved by the State Court Administrator, or designee.

(c) Definitions

- (1) Administrative Head** -The Administrative Head for the AOC, court, or Judicial Unit, or their authorized designee.
- (2) AOC Operations** - The division within the AOC which is responsible for authorizing the donation of excess Judiciary Small Equipment, Small Furniture, Materials, and Supplies.
- (3) Donee** - A Maryland school, charity, or other eligible 501 (c) (3) organization approved to receive a donation of excess Small Equipment, Small Furniture, Materials, and Supplies.
- (4) Materials and Supplies** - These include general office supplies such as paper, pens, hole punch, file trays, and binders, etc.
- (5) Small Equipment** - These include monitors, calculators, scanners, printers, fax machines and other items that are not Judiciary fixed assets.
- (6) Small Furniture** - These include chairs, bookcases, filing cabinets, desks and other office furniture that are not fixed assets under the Maryland Judiciary or the District Court Inventory Control Manuals.

- (7) **Requester** - The Judiciary employee who is recommending that excess Small Equipment, Small Furniture, Materials, and Supplies be donated to a Maryland school, charity, or other eligible 501(c)(3) organization. This person shall serve as the coordinator with the selected 501 (c) (3) organization. Requests for donations from a 501(c)(3) organization must be validated by AOC Operations.

(d) Donation Procedures

- (1) Identify the excess Small Equipment, Small Furniture, Materials, and Supplies recommended for donation.
- (2) The Requester shall provide a list of the items recommended for donation on *the Donation Request Form* (the form).
- (3) The form shall state the Maryland school, charity, or other eligible 501 (c) (3) organization recommended for receipt of the donated items.
- (4) The Administrative Head for the Judiciary department, court, or Judicial Unit which has the excess Small Equipment, Small Furniture, Materials, and Supplies shall approve in writing that the items are excess and are no longer needed for general business use and send the form to aoc.operations.donations@mdcourts.gov.
- (5) AOC Operations will acknowledge that the Small Equipment, Small Furniture, Materials, and Supplies are not covered under the Maryland Judiciary Inventory Control Manual, validate the 501 (c) (3) status, and authorize the items for donation.
- (6) The *Donation Request Form* must be approved by the State Court Administrator, or designee.
- (7) The approved form will be provided to the Requester for coordinating the pick-up of the excess Small Equipment, Small Furniture, Materials, and Supplies by the Donee.
- (8) The Donee must acknowledge receipt of the donated items in writing on the *Donation Receipt Form*.
- (9) The fully executed *Donation Request Form* and *Donation Receipt Form* should be submitted to AOC Operations at aoc.operations.donations@mdcourts.gov and retained in accordance with the Judiciary Records Retention Policy.

(e) Administration of the Policy

This policy shall be administered by AOC Operations.

(f) Approvals

The State Court Administrator, or designee, must approve the request to donate excess Small Equipment, Small Furniture, Materials, and Supplies.

(g) Exceptions

The State Court Administrator may grant exceptions to this policy.

(h) Not a Contract

This policy does not constitute or create an express or implied contract. It is not intended to, and does not, create contractual obligations with respect to any matter it covers. All donations will be as-is and final.