

## Memorials and Gifts

The NWBOCES accepts donations such as gifts, bequests or memorials.

Procedure:

- Cash and/or property gifts will be accounted for through the General Ledger or inventory list.
- Donors will receive a letter of recognition which states the amount of the donation.
- These funds will be utilized only for projects which benefit the Big Horn Basin Children's Center and the children served.
- Expenditure of these funds will require board approval.
- Permanent records will be kept to include donor's name or anonymous; specific purpose, if stated; amount of donation; date of donation; date recognition letter was sent.