



## Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 810

Policy Name: Tax Receipts for Donated Items Policy

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### PURPOSE

- This policy provides guidelines for issuance of tax receipts for donated items.
- This policy is to provide clear direction for the receipt of items donated to the ICSEW for distribution to charitable causes or for general use.
- The policy recognizes that the ICSEW is a subsidiary of the Office of Financial Management and will use the Office of Financial Management federal tax identification number for reporting purposes.

### SCOPE

- This policy applies to all transactions in which ICSEW receives donated items for distribution to charitable causes (for example, toiletries and clothing drives) or for general use by the ICSEW.

### POLICY

- Gifts to the ICSEW for charitable causes are tax deductible.
- Members of the ICSEW who accept gifts on behalf of the ICSEW must provide, upon request of the donor, a tax receipt that includes the federal identification number of the Office of Financial Management.

### RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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