



## **Designated Donations Procedure**

Designated use funds will be maintained and administered by High Plains Library District Foundation according to the policies and procedures of the organization (Gift Acceptance Policy, Spending Policy, etc.). Donors wishing to place restrictions on or assign designated uses to gifts may do so under certain conditions, namely:

- The restriction must be one considered compatible with the overall missions of HPLD & the HPLD Foundation
- The restriction shall not impede the ability of HPLD to acquire gifts from other sources.
- The restriction shall not place undue burden upon HPLD resources.
- The restriction shall not subject HPLD to adverse publicity.

Designated funds must be processed through the Foundation for proper recording, tracking, acknowledgement and auditing purposes. At any time the Foundation may ask for documentation and/or information to support all expenses related to the designated gift. This information and documentation will be used for auditing purposes.