**Section 5020.440 Donation Document**

a) A recipient shall not be issued any surplus property until a donation document for the property has been signed by an authorized representative, as noted in the authorized representative file, of the recipient.

b) A copy of each donation document and invoice shall be filed in the recipients' file by the SASP. Recipients' files shall contain copies of donation documents and invoices for all property issued to that recipient.

(Source: Amended at 48 Ill. Reg. 11297, effective July 16, 2024)