






Operation/Task:	Accounting – Pro bono In-Kind Donation			Equipment:	N/A
Owner:	Controller	Date Prepared:	6/12/15	Department Responsibilities:	
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for pro bono, in-kind, donation.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		<p>Pro Bono and/or In-Kind Production jobs are jobs that we produce as a Donation to the customer.</p> <p>Before these jobs are produced, they need to be approved by the Vice President of Sales. Sales will fill out In-Kind Approval form ACCT015 and have it signed by Vice President of Sales before job is started.</p> <p>For these jobs use Product Code In-Kind Conv., Customer # and sales reps initials. We need to know who these jobs are donated to.</p> <p>When jobs come over to invoice, the In-Kind Approval form will be located in the Estimate jacket. Invoicing Personnel will verify that the In-Kind Approval form has been signed before proceeding.</p> <p>If the In-Kind Approval form is not located; Prebill and job ticket will go to Vice President of Sales.</p>		

**Notes:**

**Definitions:**

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format		6/12/15
Rev 2	Change the owner of the SOP to Controller.	Ryan Olson	1/07/16
Rev 3	Removed header page, updated gray header bar, changed font	Cristi Oakvik	3/31/21

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Rev. Date 4/20