How to Record Donated Items in the ICS Version 2

1. Download the Deed of Donation from sdoneassetmanagement.com and fill out the document. If you already have the DoD, skip this part.
2. Identify if an item is 5k or more in amount. If YES, the DoD should be notarized; if NO, keep it as it is.
3. Record the item in ICS. If notarized, replace the invoice number with the document number. If not, just put ‘1’ in the invoice number. Replace the invoice date with the Deed of Donation date.
4. Wait for approval.

Take note that we don’t need to record donated items from LGU or BRGY.