



Albert Hester
Director of Operations
Commonwealth Avenue
Bristol, VA 24201
276-321-9234 ext. 233

Procedure for RX Donations
for
Kingsway Charities
501-C-3 Non Profit Organization

The following are important criteria for our pharmaceutical companies and medical warehouses or nonprofit donors to remember when donating medical products.

1. When possible, please provide an inventory list to be reviewed by Kingsway's Director of Operations. Most acceptances will be based on the inventory list provided. Your list can be emailed to ahester@kingswaycharities.org or faxed to (276) 466-0955.
2. Please **DO NOT SEND** controlled or scheduled merchandise.
3. **NO EXPIRED RX!** All RX products must have 3 months (90 days) or more. Less than 90 days is not permitted unless approved by Kingsway Charities' Director of Operations before shipping.
4. Do not send refrigerated products!
5. Any and all vaccines must be approved by the Director of Operations before shipping. This is on a case-by-case situation **ONLY**.
6. Please don't send items that can't be identified or are damaged beyond use. This is very costly for our Ministry.
7. Be sure NDC numbers and lot numbers on your packing list match the numbers on the items to be received.
8. Partial packages and dented boxes are acceptable as long as the product has not been compromised in any way.

9. Please don't send broken glass or products scheduled to be destroyed. This is hazardous to our staff and volunteers.
10. It is unacceptable to send products in a plastic bag that is leaking, oozing or emitting the product from its original container.
11. Don't send hazardous products.
12. Pack product neatly when palletized. Shrink wrap, and please put the heaviest items on the bottom and the lighter, smaller items on top.

Kingsway Charities, Inc. is a non-profit, tax exempt 501 (c) 3 corporation. We are in compliance with the provisions of the special IRS code described in section 509(a)(1) and 170(b)(1) (A)(vi). All donated items will be used for the ill, needy or infants (minors) for their care, or be retained for their care. These items will not be sold, bartered or traded for services. The financial statement for Kingsway Charities, Inc. is available upon written request from the Office of Consumer Affairs, Commonwealth of Virginia.

Because of our quality control standards, donations are sorted when it reaches the warehouse. Items that are outdated or unusable are removed during sorting. For this reason, our records may indicate a slight variation from yours as to the product donated.

