

<b>Bulletin Number:</b> MI_IB_059	<b>Distribution Date:</b> 3/7/23	<b>Effective Date:</b> 3/10/23
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Donation Feature in the CRA Cannabis Track and Trace system	
<b>Reason:</b> To provide information on the new feature to allow for packages to be designated for donation		

The bulletin provides information on the latest enhancement to CRA-Metrc, effective March 10<sup>th</sup>, 2023. The enhancement is listed below, and a detailed description is provided on the following pages.

- I. All grower, processor, and microbusiness license types (Adult-Use and Medical) may designate marijuana or marijuana products that they hold in their inventory for donation.

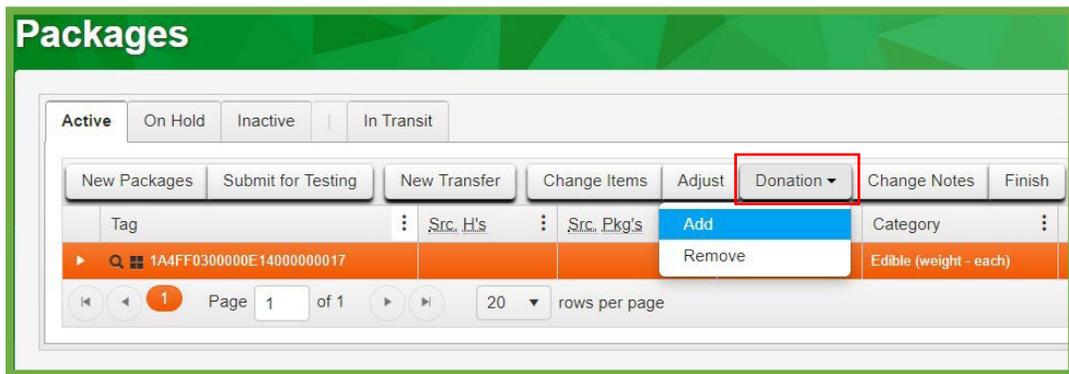
## Donations of Marijuana and Marijuana Products

Any licensee may designate marijuana or marijuana products that they hold in their inventory for donation in CRA-Metrc. Licensees cannot remove the donation designation made by another licensee or after the donated item has been transferred and accepted into the inventory of another licensee.

### Marking Donations

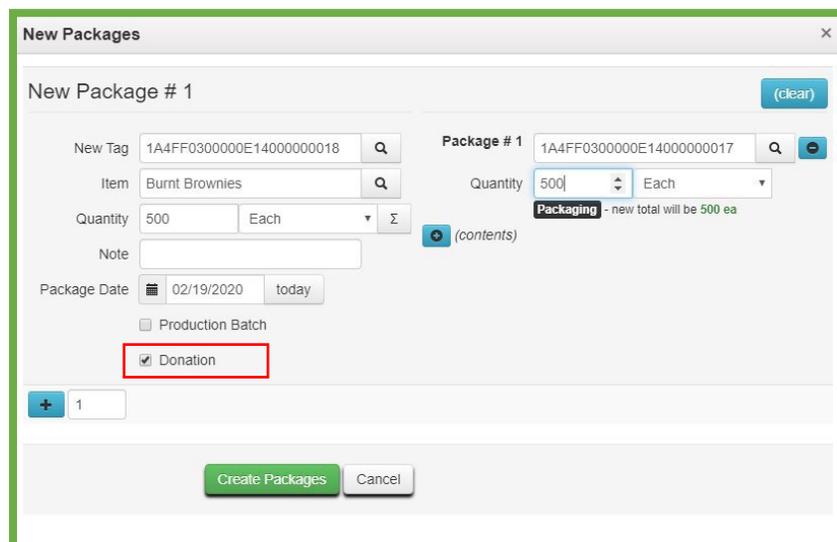
To designate an existing package of marijuana or marijuana products for donation, on the *Packages* page:

1. Select the package to designate.
2. Select the *Donation* button, and then select *Add* as shown in **Figure 1**.



**Figure 1: Marking an Existing Package for Donation**

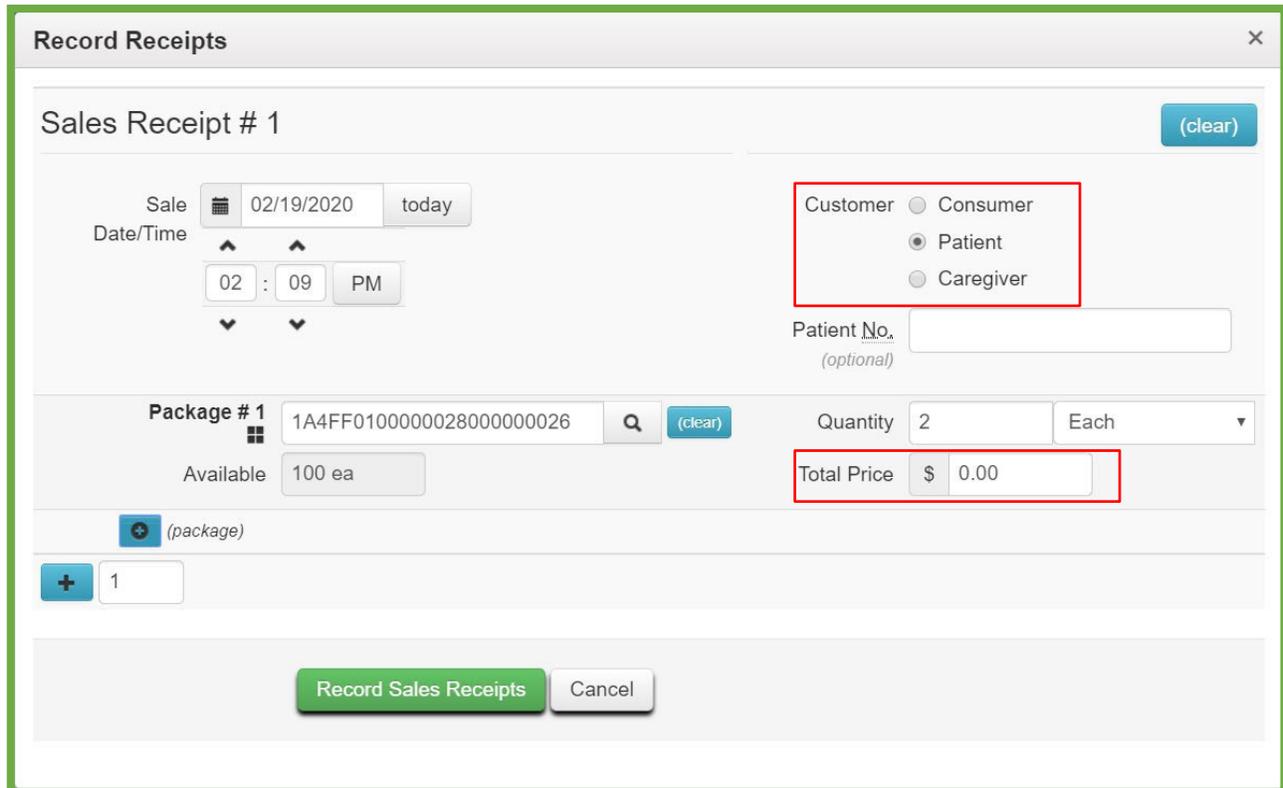
To designate marijuana or marijuana products for donation when creating a package on the *New Packages* page, check the *Donation* checkbox, as shown in **Figure 2**.



**Figure 2: Marking a New Package for Donation**

## Entering Sales of Donated Marijuana or Marijuana Products:

To enter a marijuana goods sale as a donation to a medicinal marijuana patient or their primary caregiver, the licensed provisioning center must enter the *Total Price* of the sale of the designated marijuana goods package as \$0.00 and indicate the customer type as *Patient*, *Caregiver*, or *Consumer* on the Records Receipts page.



The screenshot shows the 'Record Receipts' interface. At the top, it says 'Sales Receipt # 1' with a '(clear)' button. Below this, there are fields for 'Sale Date/Time' (02/19/2020, today), 'Customer' (radio buttons for Consumer, Patient, Caregiver), and 'Patient No.' (optional). The 'Package # 1' field contains the ID '1A4FF01000000280000000026' with a search icon and a '(clear)' button. The 'Quantity' is set to 2 and 'Each'. The 'Total Price' is set to \$ 0.00. A gift icon is visible next to the package ID. At the bottom, there are 'Record Sales Receipts' and 'Cancel' buttons.

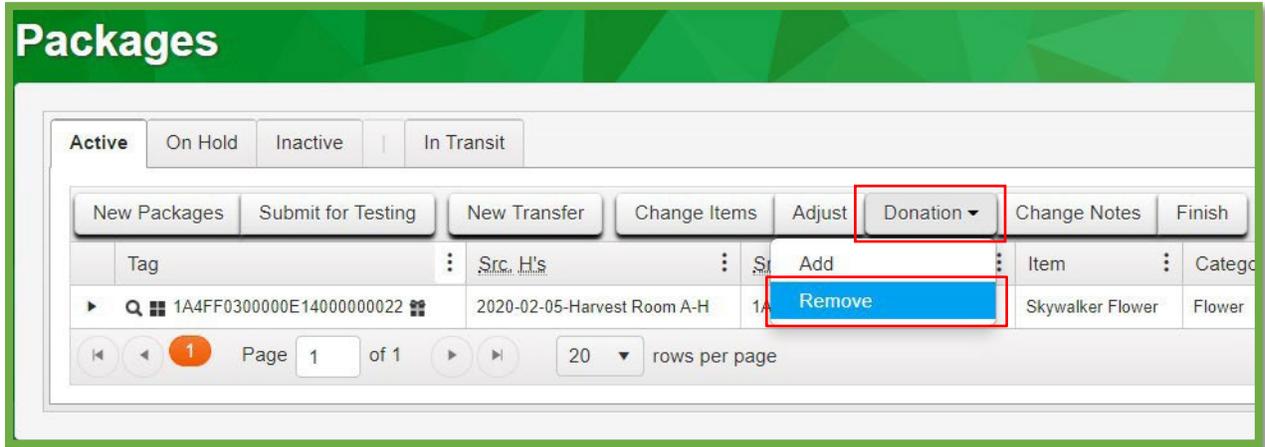
Figure 3: Marking a New Package for Donation

## Removing the Donation Designation:

Only the licensee who designated a package for donation can remove the donation designation, but they can only do so if the donated package has not yet been transferred and accepted into the inventory of another licensee.

To remove a donation designation from a package of marijuana or marijuana products, on the *New Packages* page:

1. Select the package with the donation designation (identified with a gift package icon .
2. Select the *Donation* button, and then select *Remove* as shown in **Figure 4**.



**Figure 4: Removing the Donation Designation**

**New Packages:**

When the source package is designated for donation, all new packages created from it must also be designated for donation. Packages marked for donation cannot be combined with any other packages when creating a new package.

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions