



Gifts and Donation Procedure

Gift Acceptance Forms are completed at the Colleges and should be sent to the District Office. Colleges are responsible for sending acknowledgement letters to the persons or organizations making the donation.

Please Note:

1. If the donation is cash with a value less than \$1,000:
 - Original Gift Acceptance Form should be given to Accounting Office (Ray Chow)
 - Check directly to Accounting Office (Ray Chow)
2. If donation is property with a value less than \$1,000:
 - Original Gift Acceptance form should be given to the Division Dean
 - Property remains in recipients department
3. If donation is cash with a value equal to or greater than \$1,000.
 - Copy of Gift Acceptance Form should be given to Executive Assistant of the Board of Trustees after all approvals are complete.(Ginny Brooks)
 - Original Gift Acceptance Form should be given to Accounting Office(Ray Chow)
 - Check directly to Accounting Office(Ray Chow)
4. If donation is property with a value equal to or greater than \$1,000:
 - Copy of Gift Acceptance Form should be given to Executive Assistant of the Board of Trustees after all approvals are complete.(Ginny Brooks)
 - Original Gift Acceptance Form should be given to Division Dean
 - Property remains in recipients department
5. If the donation is property and has a value of equal to or greater than \$5000, the donor may be asked to provide current evidence of appraised value. This will be determined on an individual basis.
6. If the donation is property and has a value of equal to or greater than \$5000, the College must provide a completed Asset Form and the Department of General Service will enter it as a fixed asset to the District inventory system.



Gift Acceptance Form

College _____ Division/Office _____

Recipient _____

Donor _____ Individual Organization

Street Address _____

City _____ State _____ Zip _____

Organization Representative _____
(For purpose of acknowledgement letter)

Title _____

Description of Donated Item or Equipment _____

Donation to be specifically used for: _____

New _____ Used _____ Donor's Estimated Value _____
(Attach letter from donor)

District may require an appraisal if appropriate. Determination to be made at time of donation.

Appraisal _____

Acknowledgement Letter Sent _____

Signature of Division Dean _____ Date _____

Signature of Vice President _____ Date _____

Signature of President _____ Date _____

Checks must be submitted directly to the Business/Operations Office (before deposit), along with a copy of this form. Currency should be deposited by you into the Cash Fund and a copy of this form must be sent to Administrative Services at the time the cash is deposited.

A copy of this form and a copy of the acknowledgement letter must be sent to the Executive Secretary to the Board, Chancellor's Office.

