

**DELTA COLLEGE**  
**REQUIRED FOR POSSIBLE ACCEPTANCE OF A**  
**NON-MONETARY OR MATERIAL CONTRIBUTION**  
**(EQUIPMENT, MATERIALS, SUPPLIES, AND/OR SERVICES)**

*This form must be initiated immediately, if an external company or individual contacts you, as a Delta College employee, asking if the College would be interested in accepting a donation of equipment or materials. Follow the steps below, which are designed to ensure compliance with local, state and federal regulations and protect the donor and the college's interests.*

Employee initiating this form: \_\_\_\_\_ Office phone: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Donation offer was made by: \_\_\_\_\_ Date: \_\_\_\_\_

Individual's name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe below the item(s) being proposed for donation (include makes/model numbers, age of items, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed location of the donated equipment or supplies (room number): \_\_\_\_\_

Program the donated equipment or supplies will be used in/by: \_\_\_\_\_

Ongoing operating maintenance costs have been considered? Yes \_\_\_\_\_ No \_\_\_\_\_

*The department proposing to accept a non-cash donation must make acceptable arrangements (including identification of a cost center or method of funding) for transportation, set up, installation of the item, regulatory compliance and all operating maintenance as applicable.*

Division Chair/Supervisor Signature of approval/date: \_\_\_\_\_

*As the Division Chair or Supervisor of the department listed above, I agree that this is a needed donation, which will improve academic instruction or operations, and I approve of accepting the equipment or supplies.*

Cost center to charge for any additional transportation, set-up or installation costs: \_\_\_\_\_

*In addition to a faculty/staff member who is approached about a possible donation, other individuals must review and endorse the possible acceptance before details are finalized with the external donor. Following the Division Chair/Supervisor (above), it must be forwarded to a higher level for review.*

Dean or Vice President Signature of approval/date: \_\_\_\_\_

*As the Dean or Vice President of the area initiating this form, I approve of accepting the equipment or supplies.*

*At times, it may be necessary for additional review to occur, before the Dean and/or Vice President can make their final decision. If needed, the following individuals will be asked to review and provide input.*

Director of Facilities: \_\_\_\_\_

Comments/feedback: \_\_\_\_\_

Director of Business Services/Purchasing: \_\_\_\_\_

Comments/feedback: \_\_\_\_\_

*Prior to finalizing any non-monetary donation, this information must be shared with the President of the College, who will make the final determination as to whether the possible donation is to be accepted.*

President Signature of approval/date: \_\_\_\_\_

This form must be completed, with all of the needed approval signatures, prior to any employee notifying the donor of acceptance and accepting delivery of proposed donated equipment or supplies. There are times that it is not in the College's best interest to accept a donation and this process is in place to help identify any negative aspects of the proposed donation.

You will be notified as soon as possible of the outcome of the review process.

DO NOT give a copy of this form to the potential donor. Once this form has been completed, and a decision has been made to accept the donation, the paperwork must be sent to the Foundation Office. It is that area that has responsibility for providing an acknowledgement letter to the donor, for their tax purposes. This is done once the donation has been received and is on campus.

Return this completed form to the Foundation Office, room #A013. If you have any questions about this step, please call ext. 9224.

Due to IRS regulations, the letter that is sent from Delta College will not state the value of the gift. It is the responsibility of the donor and his/her accountant to make this assessment for their tax purposes.

However, it is helpful for the Foundation Office to track the value of the donations received, even if it is used for internal purposes only. To that end, if you can help provide a valuation of the equipment or supplies, it would be greatly appreciated.

The Donor wishes to remain anonymous      Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated value of the items listed on this form: \_\_\_\_\_

How was this estimated value determined? Source of the figures?

\_\_\_\_\_

Other Comments: \_\_\_\_\_

Last reviewed: 02/21/2018