

## **Finance and Supporting Services**

### **Administrative Rules and Procedures**

#### **3213 Acceptance of Gifts**

1. Once a gift is identified, the college representative is to contact the immediate supervisor to determine the benefits and potential costs of the gift to the College(s)/District.
2. A written recommendation is then submitted to the appropriate Manager listing the gift, estimated value, the donor's name, address and telephone number, the proposed use of the gift, its condition and maintenance costs. If the gift is valued at \$5,000 or more, the donor must obtain an appraisal and file the proper form with the IRS. The District accepts the amount of the appraisal. If the donation is in the form of cash, a written recommendation indicating any condition of acceptance is submitted to the appropriate Manager.
3. The President or District Manager shall forward a recommendation to the Chancellor for transmittal to the Board of Trustees recommending its acceptance. If the gift is not in the best interests of the college or District, the Manager shall so notify the donor and the staff.
4. Gifts to the college or District accepted by the Board of Trustees are acknowledged in writing by the President of the College or District Manager.