MEMORANDUM

DATE: January 17, 2014
FROM: Jim Robertson, Director, Purchasing and Business Services
RE: PROCEDURES FOR ACCEPTING DONATIONS OF SUPPLIES AND/OR EQUIPMENT FOR A DEPARTMENT

There is often some confusion as to the procedures that must be followed by departments when being offered and wanting to accept donations of supplies or equipment for use by a department.

Please follow the procedures as listed below:

1. A donation CANNOT BE ACCEPTED until properly authorized by your Chairperson, Dean, Vice-President and Provost (if an instructional department). Final approval must come from the CFO of and Vice President of Operations.
2. The Property Donation Agreement form (BUS 016) is located on the College Website under “Faculty & Staff”, click on “Forms”, then go to “Business & Finance”, and finally select “Property Donation Agreement.”
3. Complete the form with all requested information. Be sure to include complete information, including if the donor has placed any restrictions on the use or disposal of the donation. Write “NONE” in that area of the form if the donor has no restrictions.
4. The Accepting Department must complete the “Internal Information” section including the signature and name blocks of the Department Chairperson or Supervisor. Be sure to include the name and phone number for the contact person who will be able to supply needed information to the Property Accounting Department.
5. The form then should be forwarded for approval signatures to the Dean and Vice Presidents.
6. Upon authorization by the CFO and Vice President of Operations, Finance & Student Services, a copy of the Property Donation Agreement will be sent back to the department and a copy sent to Property Accounting by the CFO’s office.
7. The department is then authorized to make arrangements for pickup or delivery to the College of the donated items.
8. After the item(s) have been properly received and tagged (if required), the Property Accounting Department will send a copy of the completed form along with a form letter acknowledging the donation to the donor.
9. The Department should send a written acknowledgement to the donor, thanking them for the donation and how the donation will assist the department.

If you have questions, please contact the Property Accounting Department at 698-1271.