Gifts, Donations, Bequests

Request for Approval of Donations

Please include the following information when submitting requests for approval of donations. After completion, forward it to the appropriate Vice President, or the President. Donations valued at $500 or more must be approved by the Governing Board. Donations valued at less than $500 must be approved by the Superintendent/President.

Date: __________________________________________

Company, Group or Individual: __________________________________________

Address: __________________________________________

Phone/Email: __________________________________________

Name and title of off-campus individual arranging for donation: __________________________________________

Item being donated: __________________________________________

Donated to (Division/Department): __________________________________________

For use in what program/event: __________________________________________

The donor estimates the value at: $ ________________

Approval of the Administrator of the Division/Department in which the Donation will be used: __________________________________________

Does this item require review by the Hazardous Materials Compliance Program Supervisor?  ______  YES  ______  NO

If yes, signature of HazMat Materials Compliance Program Supervisor Required here: __________________________________________ Date: ______

Does this item contain hardware or software components?  ______  YES  ______  NO

If yes, signature of Technology Supervisor required here: __________________________________________ Date: ______

Approval of the Vice President or President: __________________________________________ Date: ______

Submitted for Board Approval if value of $500 or more: __________________________________________ Date: ______

Board Reviewed 8/18/10
Board Reviewed 6/13/12