



DONATION – EQUIPMENT

REQUEST FOR ACCEPTANCE OF EQUIPMENT

___ District Services
___ Cuyamaca College
___ Grossmont College

Donation

Equipment or Other Tangible Item

Description of Donation(s) (Include quantity, model and/or serial numbers, etc.)

Donor's Estimated Value of Equipment \$ _____ Does item use chemicals or require maintenance? _____

Donor Information

Donor: _____
Name of Individual, Title and Company (if applicable)

Address _____
Number and Street City State Zip

Telephone _____ Signed correspondence from donor attached Date _____

Department Acceptance

Person requesting acceptance of donation(s): _____
Name Division/Department

Institutional Value: _____

_____ Program

Donations

Equipment – Accepted by GCCCD for inventory and insurance processing - use this form.

Cash (credit cards, checks, etc.) – Accepted by FGCC for coordination of fundraising and donor relationships – use FGCC form.

Non-equipment/non-cash – Department can accept nominal donations (water bottles, costumes, refreshments, etc.).

Contact FGCC if donor would like an acknowledgement.

Approvals

Accepting Dean/Director _____ Date _____ Site Business Officer _____ Date _____

President or Vice Chancellor _____ Date _____

Board Action and Acknowledgement of Equipment Donation

GCCCD - Route to Purchasing & Contracts

Board Action: **Ratification** (less than \$500,000) Date: _____ **Action** (\$500,000 or more) Date: _____

Vice Chancellor-Business Services approval (thank you letter completed): _____