

Gifts and Donation Procedure

Gift Acceptance Forms are completed at the Colleges and should be sent to the District Office. Colleges are responsible for sending acknowledgement letters to the persons or organizations making the donation.

Please Note:

1. If the donation is cash with a value less than \$1,000:
 - Original Gift Acceptance Form should be given to Accounting Office (Ray Chow)
 - Check directly to Accounting Office (Ray Chow)
2. If donation is property with a value less than \$1,000:
 - Original Gift Acceptance form should be given to the Division Dean
 - Property remains in recipients department
3. If donation is cash with a value equal to or greater than \$1,000.
 - Copy of Gift Acceptance Form should be given to Executive Assistant of the Board of Trustees after all approvals are complete. (Ginny Brooks)
 - Original Gift Acceptance Form should be given to Accounting Office (Ray Chow)
 - Check directly to Accounting Office (Ray Chow)
4. If donation is property with a value equal to or greater than \$1,000:
 - Copy of Gift Acceptance Form should be given to Executive Assistant of the Board of Trustees after all approvals are complete. (Ginny Brooks)
 - Original Gift Acceptance Form should be given to Division Dean
 - Property remains in recipients department
5. If the donation is property and has a value of equal to or greater than \$5000, the donor may be asked to provide current evidence of appraised value. This will be determined on an individual basis.
6. If the donation is property and has a value of equal to or greater than \$5000, the College must provide a completed Asset Form and the Department of General Service will enter it as a fixed asset to the District inventory system.



Cañada College • College of San Mateo • Skyline College

Gift Acceptance Form

College:

Division/Office:

Recipient:

Donor:

Individual

Organization

Street Address:

City:

State:

Zip:

Organization Representative (For purpose of acknowledgement letter):

Title (Description of Donated Item or Equipment):

Donation to be specifically used for:

New

Used

Donor's Estimated Value (Attach letter from Donor):

District may require an appraisal if appropriate. Determination to be made at time of donation.

Appraisal:

Acknowledgement Letter Sent:

Signature of Division Dean

Date:

Signature of Vice President

Date:

Signature of President

Date:

Checks must be submitted directly to the Business/Operations Office (before deposit), along with a copy of this form. Currency should be deposited by you into the Cash Fund and a copy of this form must be sent to Administrative Services at the time the cash is deposited.

A copy of this form and a copy of the acknowledgement letter must be sent to the Executive Assistant to the Board, Chancellor's Office.



Please Complete for Monetary Donation

Monetary donations to operating units at the Colleges will normally be placed in the following accounts:

Fund: 35001 (misc. donation)

Organization: Receiving unit

Account: Designated by unit manager in accordance with donor intent

Program: Designated by unit manager in accordance with donor intent

Note: Donations of cash may be directed to the SMCCCD Foundation for scholarships or to Associated Students club accounts.

Fund	Org.	Account	Program	Amount

TOTAL: