

## **AP 3820      Donations and Gifts**

Reference:            ***Education Code Sections 70902(b)(10), 72122, 72205***

Date Issued:        July 14, 2009

Updated: May 7, 2012

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All donations and gifts made to the Grossmont-Cuyamaca Community College District (District) shall be considered by the Governing Board.

A Request for Acceptance of Donation form must be completed by the requesting department. If the proposed donation is a physical/tangible item, the request form must include a description of the donated item, the estimated value of the item (as determined by the donor), and description of its use or value to the department. A signed letter from the donor identifying the donation must accompany the form. If the proposed donation is a monetary donation, the request form must identify the fund into which the monetary donation will be placed.

After completion, the Request for Acceptance of Donation form must be approved by the appropriate dean or director, the appropriate vice president, followed by the appropriate president or vice chancellor, followed by the Chancellor. Once approved by the Chancellor, donations under \$500,000 can be accepted.

The paperwork should be forwarded to the District Purchasing & Contracts Office for processing and to include the donation on a Governing Board donations docket item. If the donation is a monetary donation in the form of a check, the check should also be forwarded to the District ~~Purchasing & Contracts Office~~ Accounting Department along with a Cash Transmittal Notice form.

Donations under \$500,000 will be ratified by the Governing Board on a quarterly basis.

Donations valued at \$500,000 or more must be approved by the Governing Board prior to acceptance.