

# GCCCD

## District Business Services

### QUICK REFERENCE – Donations

#### Procedures for receiving and Processing donations

BP/AP 3820 Donations and Gifts explains how our district is processing, acknowledging, approving and tracking donations and gifts. A summary of the policy and some related comments follows:

- Donations of equipment are processed and tracked by the District.
  - ✓ A Request for Acceptance of Equipment Donation [Form](#) must be completed by the requesting department.
- Cash, checks or credit card donations in support of District programs, services or students are processed and tracked by the Foundation for Grossmont & Cuyamaca Colleges (FGCC). FGCC will ensure proper stewardship of the donation and provide the donor the legally required donation acknowledgement.
  - ✓ An FGCC Donation Deposit [Form](#) must be completed for all financial donations. All financial donation should be forwarded to FGCC immediately after receipt.
- Scholarship revenues for disbursement to students should be deposited into FGCC or the District Scholarship Fund (Fund 75) consistent with previous practices.
- This policy update does not directly impact scholarships, however, as they are often called donations we thought it helpful to include a comment here. A few of the scholarship programs are routing through Associated Student Funds. This practice is fine as long as the financial aid departments are notified of the disbursements. In the future, the District will be considering this practice, along with other improvements to the scholarship process, to enhance and streamline scholarship disbursements in the future.

To summarize—donations of items go through the District and donations of money go through FGCC.

*If you have questions, please contact:*

For Equipment Donations – Purchasing & Contracts x7585

For Cash, Check or Credit Donations - FGCC at x3906

All other questions – Your Site Business Office