

# FOUNDATION

YUBA COMMUNITY COLLEGE DISTRICT

## Gift-in Kind Acceptance Form

Yuba Community College District Foundation  
 425 Plumas Blvd., Suite 200, Yuba City, CA 95991  
 530.740.1703    [foundation@yccd.edu](mailto:foundation@yccd.edu)

**Description/Justification of Gift**

Gift Description and Proposed Usage: \_\_\_\_\_

\_\_\_\_\_ Age of Item: \_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_ *(only external valuation is allowable; no internal valuation allowed)*

Appraisal (more than \$5,000)     External Expert: (name & title) \_\_\_\_\_

Book or Website Value (attach documentation)

Gift's Destination (Department or Program): \_\_\_\_\_

Faculty or Program Director: \_\_\_\_\_ Phone & Email: \_\_\_\_\_

Gift Requirements:  Electricity     Installation     Climate control     Special space needs

Specialized maintenance     Regulatory approval

Notes: \_\_\_\_\_

**Donor Information**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Approval Process**

Step 1: Appropriate Dean or Program Director	DATE	ACCEPT	NOT ACCEPTED
Step 2: Vice President	DATE	ACCEPT	NOT ACCEPTED

**PLEASE RETURN FORM TO FOUNDATION OFFICE FOLLOWING STEP 2**

Step 3: Specialized Review <i>(if necessary)</i> • M&O, IT, Fiscal	DATE	ACCEPT	NOT ACCEPTED
Step 4: Foundation Director	DATE	ACCEPT	NOT ACCEPTED
Step 5: Foundation Board of Directors	DATE	ACCEPT	NOT ACCEPTED

**Policy Notice:** Gifts donated to the Foundation, once (and if) accepted by the Foundation, become the property of Yuba Community College District. Like all such property, these gifts are subject to policies of the YCCD Purchasing Office, both for purposes of inventory and, if necessary, for redistribution or disposal. The Foundation does not provide appraisals for such gifts, but will provide a letter of verification, for tax purposes, should the donor provide either a formal written appraisal or written/printed evidence of a book value.