

FOUNDATION

YUBA COMMUNITY COLLEGE DISTRICT

Gift-in Kind Acceptance Form

Yuba Community College District Foundation
 3301 E. Onstott Road, Yuba City, CA 95991
 530.740.1703 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.