



Gift Acceptance

OP-P 106-A

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Operating Protocol-Procedure #: 106-A
Category: Governance and Organization
Office of Primary Responsibility: President's Office

Issue Date: 12/7/11
Approval Date: 2/13/12
Effective Date: 2/13/12
Revised:

Purpose

To assure that gifts to Pueblo Community College are properly acknowledged and recorded by the College and the Pueblo Community College Foundation.

Applicability

College personnel

Definitions

In-kind gift – Non-cash charitable contributions voluntarily bestowed upon the College representing a tangible benefit. Examples of in-kind gifts are equipment, supplies, materials, automobiles, landscaping, food, etc.

References

None

Attachments

- A. Gift Acceptance Form
- B. Transfer Forms
- C. Flow Charts

Operating Protocol

All College Personnel are required to notify the Pueblo Community College Foundation of any gifts, cash or in-kind, donated to the College.

Procedure

All cash and in-kind gifts donated to the College require receipt and acknowledgement by the PCC Foundation (PCCF) before the College can distribute the contribution for use.

The College recipient of the donation should initiate the process for approval and acceptance of the donation by completing the Gift Acceptance Form and submitting it to the appropriate Dean or Vice President for signature.

The Dean/Vice President will send formal notification of the donation to PCCF Executive Director, the College President, and the College donation recipient via email (with the signed Gift Acceptance Form attached).

For cash donations, the PCCF will establish contact with the donor arranging for receipt and acknowledgement by the PCCF. Cash or check donations must be payable to PCCF and hand carried to the Foundation for deposit and documentation; funds are then managed by the PCCF for the College or transferred to the College for the intended purpose.

For in-kind donations, the College recipient will arrange for pick-up or delivery of the donation with the donor and notify the PCCF upon receipt of the donation. Once documented, in-kind donations recorded by the PCCF transfer as an asset to the College. After PCCF records the gift, a transfer request form sent to the College's Vice President of Administration and Finance will direct entry of gifts into the College's inventory systems.

For both cash and in-kind donations, the PCCF Executive Director will send an official acknowledgement of the gift to the donor on behalf PCCF and notify the Marketing & Communications office is the donation warrants a press release. It is also required that the College recipient send an official acknowledgment on behalf of the College to the donor within 30 days of the receipt of the donation.



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ATTACHMENT A

PUEBLO COMMUNITY COLLEGE FOUNDATION **GIFT ACCEPTANCE FORM**

CASH GIFTS ONLY (Cash must be hand-carried to PCC Foundation; checks should be written to PCC Foundation)	
Donor Name	
Contact Person for organization	
Address	
City, State, Zip	
Home Phone:	Work Phone:
Amount of Donation:	Purpose of Gift:
Gift to be: <input type="checkbox"/> Managed by PCC Foundation <input type="checkbox"/> Transferred to PCC Cashier Dept.	

IN-KIND GIFTS ONLY	
Donor Name	
Contact Person for organization/ Title	
Address	
City, State, Zip	
Home Phone:	Work Phone:
Social Security/Employer ID Number (Required for vehicle donation only)	
Amount of Donation	
<p>*In-kind Contribution Description: If repairs are needed, please describe type of repairs.</p> <hr/>	
<p>Value of Gift In-Kind \$ _____ (Completed by Donor)</p> <p>If the value is \$5,000 or greater, an IRS Form 8283, pages 1 and 2 must be completed by an appraiser along with a copy of the appraisal. This form must also be signed by an officer of the Foundation.</p> <p>I/we agree that the above item(s) will be used for:</p> <ul style="list-style-type: none"><input type="checkbox"/> significant use directly related to training<input type="checkbox"/> sell equipment/item <p>I/we:</p> <ul style="list-style-type: none"><input type="checkbox"/> intend to take a tax-deduction for this donation.<input type="checkbox"/> <u>do not</u> intend to take a tax-deduction for this donation.	

The undersigned agree to the terms stated above:

_____ (Date)	_____ (Donor) (Only for in-kind gifts)
_____ (Date)	_____ (Dept Chair or Director)
_____ (Date)	_____ (Dean/Vice President)
_____ (Date)	_____ (President)
_____ (Date)	_____ (PCC Foundation Representative)

Pueblo Community College Foundation Office -- Tax Exempt # 84-0834567
900 West Orman, AB 194
Pueblo, CO 81004-2007
(719) 549-3301



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ATTACHMENT B

Date

Colleen Armstrong
Pueblo Community College
Vice President Finance
900 W.Orman Avenue
Pueblo, Colorado 81004

Dear Mrs. Armstrong:

This letter is formal notice that the following contribution is being donated to the College from the Pueblo Community College Foundation:

Donors:

Address:

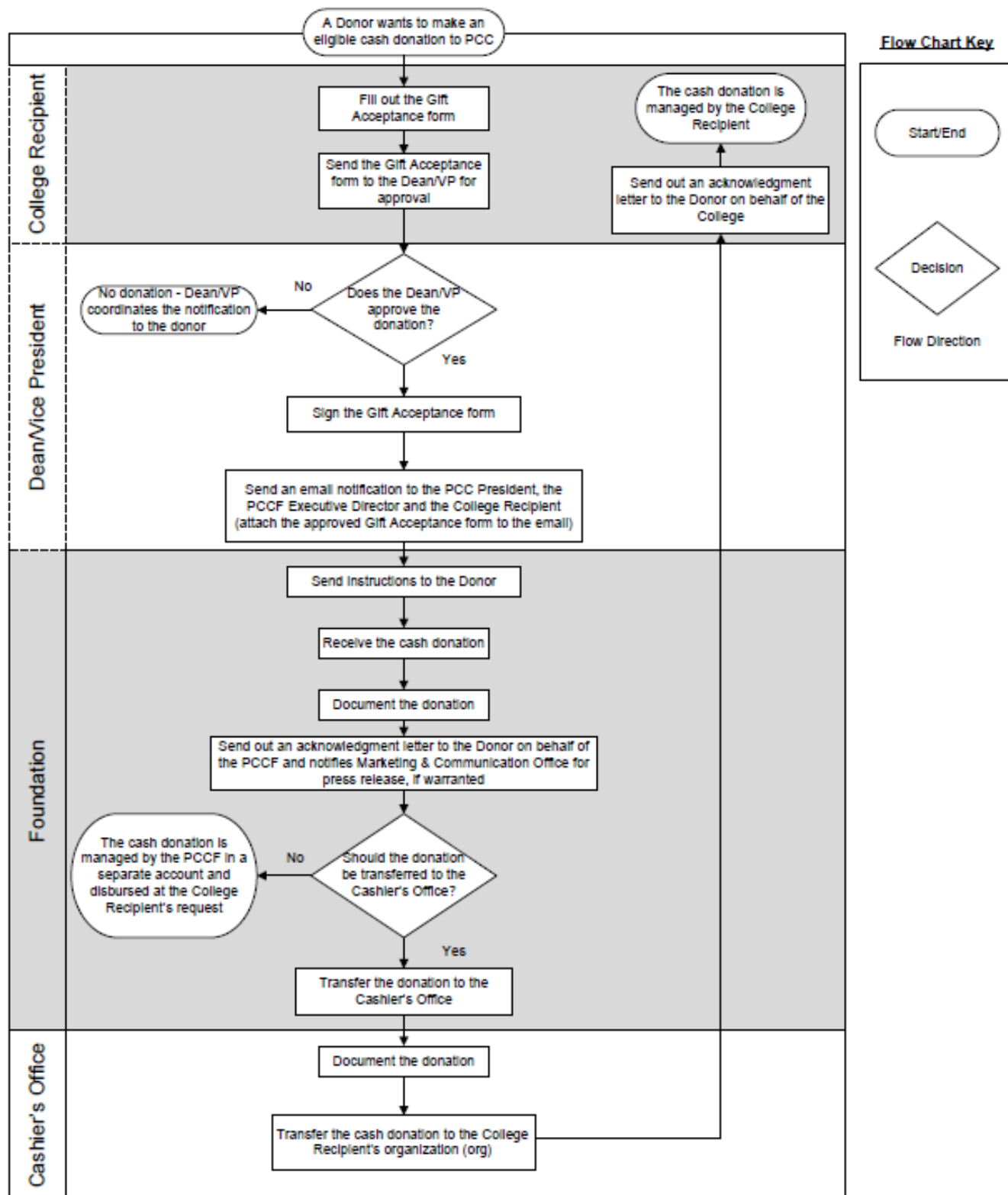
Date:

Description:

Diane C. Porter
Executive Director

ATTACHMENT C

Process Flow Chart - Cash Donation



ATTACHMENT C

Process Flow Chart - In-Kind Donation

