

DONATION ACCEPTANCE FORM

Waubonsee Community College

1. Date: _____
2. Originator: **Kunz/Armitage**
3. Donor Contact
Name: _____
Address: _____
Phone #: () - , ext. Fax #: () -
E-Mail: _____
4. Description of item(s). Use additional sheets, if necessary, and attach any documentation.
5. In what program(s) will this donation be used?
Automotive
6. How will this donation be used?
NATEF Tasks
7. Indicate how this donation will be delivered to the campus and unloaded. Will there be any costs?
Donor delivered
8. Will the use of this donation require any special installation, storage arrangements, supplies, service, or costs?
NO
9. Is there a deadline for acceptance of this donation? Yes (*list below*) ☐ No ☒
Deadline date: _____
10. This donation is considered: **consumable supplies** ☒ **capital equipment** ☐

-----Do not write below this line-----

Approvals:

Administrative Supervisor _____ Date: _____

Executive Vice President
of Educational Affairs/
Chief Learning Officer _____ Date: _____

Copy 1 – Originator
Copy 2 – Administrative Supervisor
Copy 3 – Executive Vice President of Educational Affairs/Chief Learning Officer
Copy 4 – Foundation

PROCEDURES FOR THE ACCEPTANCE OF EQUIPMENT DONATIONS

1. To be accepted, donations must contribute to the mission of the college.
2. Equipment donations must be discussed with the appropriate administrative supervisor, and a donation acceptance form must be completed prior to any commitment to accept.
3. Donations from private parties must be submitted for administrative and Board of Trustee approval prior to acceptance.
4. Donations from companies or manufacturers may be tentatively accepted upon administrative approval when necessary due to time constraints or deadlines.
5. All donations considered capital equipment must be submitted for administrative and Board of Trustee approval.
6. Donations that are considered consumable supplies may be accepted upon approval by the Executive Vice President of Educational Affairs/Chief Learning Officer.
7. College personnel cannot assign any monetary value to a donation for any use other than review procedures internal to the college.
8. The office of the Executive Vice President of Educational Affairs/Chief Learning Officer will recognize donations by letter.