

Orange Coast College Foundation Gift Acceptance Form (non-monetary)



Please attach all donor correspondence regarding this gift to this form.

Please note: All items valued at over \$5000.00 must be accompanied by an independent appraisal

The donor should include, if available, specifications and/or documentation for any donated items. The originating department is responsible for any costs associated with disposing of equipment.

1. Donor Information To be filled out by the department receiving the donation

Name	Contact Number	
Company Name (If applicable)	E-Mail	
Street		
City	State	Zip Code

2. Gift Information To be filled out by the department receiving the donation

Description- (Use additional sheet if needed)

Value (stated by receiving department/division): \$ _____ * *any item valued over \$5,000 an independent appraisal **MUST** be attached to this form.

Condition: New Used **Where will it be located?** _____

How will it be used? (include any gift restrictions requested by the donor) _____

Receiver's Signature	Date	Dean's Signature	Date
		(For items valued over \$1000 or causing significant expense to the college)	

3. Computer Center Approval Required for all computer related donations

Signature	Printed Name	Date
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Receiving Department Information (receiving department fills out this information ONLY)

Name	Department	Extension
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Foundation Office

Date acceptance letter sent to donor	Account number
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Inventory Control once item is tagged forward form to Bursar's Office

Tag #	Serial #	Date Tagged
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Signature	Printed Name	Date
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