

Gift Acceptance Form

Procedures for donations are specified in Section II-2.045 of the Management Manual.

Donor or Contact's Name (print all information)		Company or Organization	
Mailing Address and Phone Number		Shipping Address	
Does Donor request anonymity?		List any goods or services provided to the donor in exchange for this gift.	
List any gift restrictions defined by the donor.			
Additional donor related information			
Description of the gift			Quantity
			Donor's estimated value of the gift
Manufacturer	Model #	Serial #	VIN#
Purchase date and price			
Is the gift on GTCC's premises at this time? YES, we have the gift.		Is the gift on GTCC's premises at this time? NO, it needs to be picked up.	
Delivered or picked up by whom?		Pick-up deadline	
Date of acquisition		Pick-up location, Contact's Name, Phone #	
Condition of gift at time of acquisition		Deliver to	
Which department is using the gift?		Any special instructions	
Purpose/Use of the Gift			
Where is the gift located at GTCC? (campus, building, room number)			
What is faculty/staff's estimate of the value of the gift for inventory purposes?		Expected length of use/retention	
If GTCC accepts this gift, budget consideration will be needed for the following: (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance contract <input type="checkbox"/> Technical support <input type="checkbox"/> Repairs <input type="checkbox"/> Shipping/handling <input type="checkbox"/> Insurance <input type="checkbox"/> Supplies <input type="checkbox"/> Training <input type="checkbox"/> Other _____ 		ATTACH THESE IF AVAILABLE <ul style="list-style-type: none"> <input type="checkbox"/> Title <input type="checkbox"/> Company assigned gift number/documentation <input type="checkbox"/> A written appraisal by a qualified appraiser provided by the donor for gifts of more than \$5000 value <input type="checkbox"/> Any correspondence with the donor concerning the gift <input type="checkbox"/> IRS Form 8283 for gifts valued at \$500 or more (signature of Foundation official required) 	
Form prepared by		Department	Extension Number
		Date	
DEPARTMENT CHAIR/MANAGER CERTIFICATION SIGNATURE By signing, I certify that this noncash gift (1) is in working condition or salvageable for parts, (2) will fulfill a genuine need of GTCC, and (3) this department is aware of and will comply with all donor restrictions.		Printed Name and Signature Date	
DIVISION CHAIR/DEAN OR VICE PRESIDENT CERTIFICATION SIGNATURE By signing, I certify that (1) this noncash gift fulfills a genuine need of GTCC, (2) additional expense to GTCC upon receipt of it is approved (attach a list of approved expenses), and (3) I recommend that the college accept this gift.		Printed Name and Signature Date	
FOR FOUNDATION USE ONLY			
Acknowledged by		Recorded in database by	
Date		Date	
Copy to Department	Date	Copy to Purchasing	Date
		Copy to Finance Office	Date