



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Request for Approval to Receive an In-Kind or Cash Donation

1. Name of Donor: _____
2. Address of Donor: _____
3. Donor's Connection to CVCC: _____ (Friend, Employee, Parent, etc.)
4. Description of Gift: (___ **cash** or ___ **in-kind** item description) _____

5. Value of Gift \$ _____ Date Gift is to be received _____
6. Purpose of Gift _____
7. Department Account Number _____
8. College Representative to Receive Gift _____

(IF CASH GIFT, SKIP ITEMS 9-14)

9. How was the Value of Gifts Established?* _____
(e.g. IRS Form 8283 from donor, list with values of comparable items/equipment, appraisal)
10. Department _____ Telephone _____
11. Who will Acknowledge Gift formally? _____
12. Identify costs such as: a) transportation \$ _____ b) annual maintenance _____
c) storage \$ _____ d) handling \$ _____ e) insurance \$ _____ f) setup costs \$ _____
g) HVAC/Electrical \$ _____ i) other expenditures \$ _____ **TOTAL COSTS \$** _____
13. Where will the in-kind gift be stored/housed? _____
14. Does the in-kind Property have a legal title? _____ If yes, who will transfer the title?

15. Does the Donor Wish to Remain Anonymous? YES _____ NO _____

APPROVED for Acceptance: _____
President _____ **Date** _____

DENIED for Acceptance: _____
President _____ **Date** _____