

The procedure for accepting equipment donations with a value of \$13,000 or less is as follows:

The Department sends a letter to the donor acknowledging the donation with a brief description (the product name and model should be sufficient), and the dollar valuation. Typically, this letter serves as the documentation for the donation.

Business Services needs to receive a copy of your letter (to the donor) for our files. Also, send a copy of the letter to Solomon Ghebretensae, in the Warehouse, so that the items can be added to our asset system.

It is up to the donor to establish the value of the donation if the value is \$13,000 or less.

If the value of the gift is over \$13,000, then the gift must be appraised by an independent appraiser at the donor's expense, and your department assists Business Services in the preparation of a Board item (a report included the Board of Trustees' agenda). In these cases, the donation may not be accepted until the Board of Trustees approve it in its meeting.

Please remember: When considering a donation, think about how it will be used, whether maintenance will be required and how your Department will fund that, the cost of operating it, what kind of supplies are needed for it, etc. SRJC does not want you to accept a donation only to realize it is not useful, or cannot be maintained. SRJC does not want to turn around and surplus a donated item (that procedure costs \$\$).

\*\*\*\*\*

For gifts valued at \$13,000 or less, here is a sample letter:

This brief note is to acknowledge the donation of an Olympus C-2020 digital camera with two 16mb Smart Media cards, software, cables, four AA Nimh batteries and charger w/Adobe Photoshop LE 5.0, which you valued at \$500.00, to the college for our Child Development Department. On behalf of the President and the Board of Trustees I would like to thank you very much for this important contribution to our program.

For additional information or questions contact:

Susan St. Clair  
Executive Assistant  
Business Services  
Santa Rosa Junior College  
Phone 707.524.1532  
Fax 707.524.1533