

Donations of Equipment

The procedure for accepting equipment and/or supply donations (non-monetary donations) with a value of \$15,000 or less is fairly simple. Your department needs to send 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. Finance and Administrative Services (Business Services) needs to receive a copy of your letter (to the donor) for our files. Also, send a copy of the letter to the Warehouse, so that the items can be added to our asset system if necessary.

By the way, it is up to the donor to establish the value of the donation if the value is \$15,000 or less. This is sometimes done by searching the web to check similar items for a valuation.

If the value of the gift is over \$15,000, then the gift must be appraised by an independent appraiser at the donor's expense, and your department prepares the information for a Board agenda item requesting Board approval to accept the donation. In these cases, the donation may not be accepted until the Board of Trustees approve it in its meeting.

Gifts of equipment and/or supplies shall be inspected by the department accepting the gift at the donor's location prior to acceptance of the gift. Prior to this inspection, the department accepting the gift will consult with the Environmental Health and Safety Department for a determination if there are any environmental, health and safety impacts associated with the gift (e.g. hazardous materials, special training, special licensing, special disposal, etc.). Departments who violate this consultation requirement will have to reimburse the Environmental Health and Safety Department for any costs incurred to mitigate those impacts.

Contact the SRJC Help Desk if you are considering accepting a donation of equipment that needs to be connected to the SRJC network, or the Internet. You will need to get approval from IT before accepting a donation of this kind.

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 \$15,000 or less, here is an example of wording that I took from another department's letter:

This brief note is to acknowledge the donation of an Olympus C-2020 digital camera with two 16mb SmartMedia 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.

Once again thank you for this very generous donation that will be put to excellent use.
