

Chapter 3 - General Institution

AP 3820 Gifts and Donations

Reference:

Education Code Section 72122

All gifts and donations to the College of personal property or money shall be reviewed and then recommended by the Chief Financial/Business Officer to the College President/CEO. Upon approval by the College President/CEO, the gift shall be placed on the Administrative Services section of the Board agenda for approval.

The College is not responsible for assessing the value of any gift for tax purposes. Because there must be a qualified appraisal for the donor to receive tax benefits for a gift valued over \$5,000, it is important that donors be aware of College policy. Therefore, any manager contacted by a donor should inform the donor of the College policy.

All gifts and donations will be evaluated first in terms of value to the instructional or other programs and services of the College. An evaluation will be made of the cost of receiving the gift to include transportation, installation, maintenance, space utilization, and insurance.

A proposal for the donation of a gift of art should be made to the Chief Financial Officer of the College and should include: a description of the art including its medium, size, value, presentation, biographical information about the artist, and a color photograph or rendering of the work.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016