

Business Operations Series—6000

## GIFTS AND DONATIONS

- Donor:**
1. Contacts **college employees** with information regarding donation.
- Employee:**
1. Collects written data from **donor**: source, declared value, intended use.
  2. Reports donation information to **executive director of the Chemeketa Community College Foundation**.
- Executive Director:**
1. Reviews donation information with appropriate director(s) or associate dean and determines whether or not donation will be accepted.
  2. Acknowledges and thanks donor for the donation; advises that, unless subsequently notified, donor may be assured that donation has been accepted by **Board of Education**.
  3. Prepares report to **Board of Education** for acceptance with copy to business office for inventory purposes.

June 25, 1985

*Adopted College Council*

February 9, 1994; June 7, 2006

*Revised*

February 26, 2015

*Revised by College Executive Administration*