

GIFT/DONATION FORM AND TRANSFER OF TITLE

Donor Section

DONATION DESCRIPTION: This description may be used for publicity purposes. Include all pertinent information

SERIAL NUMBER: _____

DONOR'S ESTIMATED VALUE OF GIFT: _____

(No employee/officer of the SDCCD shall estimate the value of the gift.)

The Donor acknowledges that the SDCCD reserves the right to sell or otherwise dispose of this/these item(s) in whole or in its component parts, at the sole discretion of the SDCCD. The Donor further acknowledges that full title and ownership is turned over to the SDCCD, by signing below.

DONOR SIGNATURE _____ DATE _____

Donor name, address & telephone number _____

Acceptance Requested By

ORIGINATOR _____ DATE _____

Request for Service # _____ DATE _____

DIR. OF ADMINISTRATIVE SVC. _____ DATE _____

RESPONSIBLE MANAGER _____ DATE _____
(Vice President, Dean or other District management staff)

RESPONSIBLE ADMINISTRATOR _____ DATE _____
(President, Assistant Chancellor)

Facilities Services Section

Related Costs of Needs Associated with Gift of Equipment:

- | | | |
|--------------------------------------|----------|------------|
| (a) Installation Costs _____ | By _____ | Date _____ |
| (b) Restoration _____ | By _____ | Date _____ |
| (c) Relocation Costs _____ | By _____ | Date _____ |
| (d) On-going Maintenance Costs _____ | By _____ | Date _____ |
| (e) Additional Costs _____ | By _____ | Date _____ |

Comments/Explanation _____

Acceptance: Recommended _____ Not Recommended _____
Assistant Chancellor, Facilities Services Approval:

_____ Date _____

_____ NO DISTRICT MAINTENANCE

ACKNOWLEDGEMENT OF CONTRIBUTION TO
SAN DIEGO COMMUNITY COLLEGE DISTRICT

1. Donor (include name, address, and telephone number): _____

2. Amount of cash or check contributed: _____

3. Description (but not estimate of value) of property (other than cash) contributed: _____

4. Date of receipt of contribution: _____

5. _____ The San Diego Community College District did not provide any goods or services in consideration, in whole or in part, for the cash or property contributed.

6. _____ The San Diego Community College District did provide goods and/or services in consideration, in whole or in part, for the cash or property contributed.

a) Description of goods and/or services provided by SDCCD in consideration for the cash or property contributed: _____

b) Good faith estimate of the value of goods and/or services provided by SDCCD: _____

The undersigned officer of the San Diego Community College District hereby acknowledges the contribution by Donor and provides the information stated above for Federal income tax purposes.

Responsible Administrator
San Diego Community College District