

**DONATION FORM**

**(Non-Monetary Donations are not to be accepted prior to approval. Non-monetary gifts are gifted directly to the ACC. This form will still be used for internal reporting purposes.)**

**ALAMO COMMUNITY COLLEGES & ACCD FOUNDATION INC.**

**ACC Office of Institutional Advancement**

**201 W. Sheridan, Suite C-3, San Antonio, TX 78204 210-485-0044**

**)**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DONOR(s)** **Destination:**

Name/Organization NLC NVC

Address PAC SAC

City/State/Zip SPC

Telephone DISTRICT WIDE

**THE FOLLOWING MUST BE ATTACHED TO THIS FORM:**

* Donor’s Check (Cash should be hand delivered to the Foundation Office) & any accompanying documents (Please keep a copy of the check and any documents for your files).
* Letter from the donor(s) indicating desire to make the donation(s) for Gifts-In-Kind.

**MONETARY DONATIONS:**

Amount $

Recipient Department/Program:

Designated Fund (Scholarship or Program):

Banner Account #: Foundation Fund: .

 (xxxxx-xxxxx-5751R-xxx)

**GIFT-IN-KIND DONATIONS (items, equipment, certificates, etc.):**

 Responsibility and associated cost for transporting and installing equipment to be borne by:

  Donor  ACC If ACC, estimated cost $

  Solicitor has personally inspected donation(s) and certifies need for same.

 The equipment does  does not  require a Service Maintenance Contract.

 Annual Cost $ Source of Maintenance

 Will the cost of the maintenance contract also be donated? Yes  No 

Donor’s Estimated of Value of Gift: $ (This amount is determined by the donor or their appraiser per IRS Regulations. Staff may not assign a value. A value of zero is acceptable).

**SIGNATURES:**

PROGRAM DIRECTOR/ Phone

BUDGET MANAGER

Printed Name Email

DEVELOPMENT OFFICER Phone

Printed Name Email

COLLEGE/DISTRICT

BUDGET OFFICER Phone

Printed Name Email

COLLEGE PRESIDENT

**THE ABOVE DESIGNATED GIFT(S) MEETS THE REQUIREMENTS FOR ACCEPTANCE.**

 **DATE ACCEPTED:**

Richard Drum, Interim Executive Director ACCD Foundation Inc. & AC Institutional Advancement

Revised 07-2009