



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7090.1 GIFT DONATION

PURPOSE

This procedure is applicable to all District facilities. It sets forth a set of definitions and a process for acceptance of gifts/donations.

FUNCTION AND DEFINITION

1. Gifts to the District include and are defined in the items listed below. Restrictions that should be considered in the evaluation of gifts are also stated.
 - a. Gifts of money: These include bequests, and various negotiable financial instruments. These become District property for administrative purposes. Unrestricted funds, including endowments, may be used by the original recipient site for any purpose adhering to Board policy.
Responsible Administrator: Vice Chancellor, Business Services
 - b. Gifts of equipment: These are physical property of a generally permanent nature other than land, buildings, or improvements to either of these. Equipment, generally is any movable, non-consumable item with a useful life of more than one year. Furniture is so classified. In addition to fulfilling requirements of Board policy, it must be of direct or closely related instructional value, and full title and ownership must be conveyed to the San Diego Community College District.
Responsible Administrator: Vice Chancellor, Facilities Management
 - c. Gifts of real property: Full title and ownership must be turned over to the San Diego Community College District. These become District property for administrative purposes. The Vice Chancellor of Facilities Management will determine whether District will provide maintenance of donated item.
Responsible Administrator: Vice Chancellor, Facilities Management
 - d. Gifts of IT related hardware and software donations: These are items that have a technical impact to the site, campus or District network or systems. Items are reviewed to:
 - 1) Identify any issues relating to the installation, training and/or ongoing support of the donated items by District staff,
 - 2) Assure donations are consistent with District technical standards, and
 - 3) Determine warranty transferability and any one-time or ongoing financial obligation for the District relating to manufacturer's warranty, maintenance and support of donated items.Responsible Administrator: Director of Information Technology, or designee.
 - e. Gifts of books, manuscripts, art prints, and other library materials: These items shall be subject to current policies of program libraries/learning resources centers.
Responsible Administrator: President
 - f. Gifts of miscellaneous items: These shall be subject to approval of program presidents or their designees. Responsible Administrator: President
2. Responsible persons include and are defined as follows:
 - a. Responsible Managers: These include Vice Presidents, Deans, Associate Deans and other District management staff.

- b. Responsible Administrators: These include members of the Chancellor's Cabinet, namely, the Vice Chancellors or Presidents.

IMPLEMENTATION

1. Acceptance may be requested by a responsible manager at any college/center or District site.
2. Acceptance--Sequence of Events:
 - a. Donor of gift or their representative supplies necessary information about gift including the monetary value of the gift to the Responsible Manager. *Under no circumstances shall a District employee or officer estimate or identify the value of any gifts or make any statements that might be construed as tax or legal advice.*
 - b. Responsible manager prepares "Gift/Donation Form and Transfer of Title" (see Attachment A) and "Acknowledgement of Contribution to San Diego Community College District (SDCCD)" (see Attachment B) and forwards both "Gift/Donation Form and Transfer of Title" and "Acknowledgement of Contribution to SDCCD" to appropriate Responsible Administrator.
NOTE: Facilities Services must be provided with a Request for Site Improvement form if installation and/or rearrangement of existing facilities are involved in connection with the acceptance of gift items. All costs incurred in installation and/or in rearrangement of existing facilities will be charged to the site accepting the gift.
 - c. Responsible Administrator will review "Gift/Donation Form and Transfer of Title" and "Acknowledgement of Contribution to SDCCD"; and, investigates transportation, installation, maintenance, insurance, and other cost factors. If Responsible Administrator approves the gift, he/she shall approve the "Gift/Donation Form and Transfer of Title" and the acknowledgement of Contribution Form" and return copies to the Responsible Manager.
 - d. Responsible Manager, after receipt of acceptance notification from Responsible Administrator, prepares and sends letter of acceptance or rejection to donor. Upon receipt of a gift which has been accepted, Responsible Manager fills in date of receipt of gift and sends "Acknowledgement of Contribution" to donor.
 - e. All gifts should be delivered to the College/Continuing Education, or District site. Donor should be advised as to the proper shipping address, if transportation is arranged by the donor.

DISTRICT MAINTENANCE

1. The Vice Chancellor of Facilities Management reserves the right to consult District Facilities staff regarding maintenance and energy efficiency impacts of donated equipment. Determination regarding any future maintenance commitment and acceptance of energy inefficient equipment shall be at the discretion of the Vice Chancellor of Facilities Management.

NOTE: Pick-up of gift may be made by District-owned or chartered vehicles with the approval of the Responsible Administrator.

Supersedes: Policy 7090.1 – 6/14/95