

## **AP 3820 Gifts and Donations**

Reference:

**Education Code Section 72122**

- 1.0 When gifts or donations are received, the appropriate manager of the area receiving the gift must document its receipt in a memorandum to the President or the Vice Chancellor of Finance and Facilities.
  - 1.1 The memorandum should specify: the item or dollar amount being donated; the Division or Department receiving the donation; the use or purpose of the donation; the date the donation was received; and, the name and address of the donor.
- 2.0 If the President or Vice Chancellor approves acceptance of the donation, the memorandum should be sent to the Chancellor for approval and placement on the agenda of a meeting of the Board of Trustees.
- 3.0 Once approved by the Board of Trustees, a thank you and acknowledgement letter shall be sent to the donor from the President or Chancellor. No dollar value shall be indicated for in-kind gifts.
- 4.0 Gifts to the college foundations must be accepted, processed, and acknowledged in accordance with legal requirements and procedures established by the foundation Board of Directors.

See Board Policy 3820 Gifts and Donations.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** September 28, 2020 District Consultation Council  
April 27, 2020 District Consultation Council