

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 3
General Institution

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 Executive Vice President, the Provost of Continuing Education, 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 Executive Vice President, Provost, or Vice Chancellor approves acceptance of the donation, the memorandum should be sent to the President or Chancellor for approval and placement on the agenda of a meeting of the Board of Trustees.
- 3.0 Once approved by the Board, a thank you and acknowledgement letter shall be sent to the donor from the President, Provost, 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.

Date of Adoption: March 23, 2004