

## MATERIAL DONATIONS TO THE COLLEGE

### I. Policy Section

9.0 College Relation

### II. Policy Subsection

9.3 Grand Rapids Community College Foundation

### III. Policy Statement

The President and their designee develop and implement procedures for soliciting and accepting material donations to Grand Rapids Community College the "College."

### IV. Reason for Policy

This policy and related procedures provide guidance for soliciting, receiving, and documenting material donations to the College in compliance with applicable state and federal laws.

### V. Entities Affected by this Policy

All employees  
Board of Trustees  
Independent contractors  
Applicants  
Students  
Vendors  
College guests  
Community and constituencies accessing services  
Volunteers  
Members of the public

### VI. Who Should Read This Policy

All employees  
Board of Trustees  
Independent contractors  
Applicants  
Students  
Vendors  
College guests  
Community and constituencies accessing services  
Volunteers

Members of the public

VII. Related Documents

Material Donation form

VIII. Contacts

Executive Director, GRCC Foundation

IX. Definitions

Material/equipment donations are considered to be items such as art, machines, specialized equipment, automobiles, musical instruments, lab equipment, perishable materials, etc.

X. Procedures

A. The GRCC Foundation shall be informed of all pending material donations.

B. The department representative must contact the Budget Control Officer (BCO) and Dean of their department to inform them of the donation.

1. The department representative must also contact the Purchasing Department to inform them of the donation so college procedures can be followed, if necessary.

2. The department representative and the donor will complete the Material Donation form and forward to the Foundation. The Foundation will provide the official receipt for the donor. The donor will determine the value of the donation.

C. If additional costs will be incurred by accepting the material donation, the following procedures must be followed:

1. Any costs related to the donation shall be reported to the BCO and Dean (if applicable) responsible for the department receiving the donation.

2. The funding source for the associated costs should be identified so verification of budget can be done prior to acceptance of the donation.

3. If the additional costs associated with accepting the donation exceeds \$7,500, the department representative will need to contact the Purchasing Department so college procedures can be followed.

4. If the College decides to accept the donation, follow procedures listed under item B.

XI. Forms

Material Donation Form

XII. Effective Date

Approved December 11, 1995

XIII. Policy History

Adopted December 11, 1995

Revised and Converted from “old policy format” to “new policy format” September 7, 2012

Reviewed December, 2017

Reviewed October, 2021

Revised October, 2025

XIV. Next Review/Revision Date

October, 2029