

## MATERIAL DONATIONS TO THE COLLEGE

### I. Policy Section

9.0 College Relations

### II. Policy Subsection

9.10 Material Donations to the College

### III. Policy Statement

The President and his/her designee develop and implement procedures for soliciting and accepting material donations to 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

GRCC Faculty & Staff  
Students

### VI. Who Should Read This Policy

All GRCC faculty, staff, and students

### VII. Related Documents

Donation of Material and Equipment 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 Executive Director of the GRCC Foundation shall be informed of all pending material donations.
- B. All potential material donations will be evaluated by the appropriate faculty/staff of any assumable costs associated with the contribution. Any costs related to a gift shall be reported to the Budget Control Officer responsible for the department receiving the contribution. The funding source for the associated costs should be identified so verification of budget can be done prior to acceptance of the gift. If the cost of accepting the gift exceeds \$10,000, Board of Trustee approval shall be required prior to acceptance. The Budget Control Officer shall approve the acceptance of the material donation and inform the Director of Purchasing of this gift so that GRCC purchasing practices can be followed.
- C. The donor will determine the value of their material donation.

XI. Forms

Contact the GRCC Foundation Office for the Donation of Material and Equipment form.

XI. Effective Date

Approved December 11, 1995

XII. 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

XIII. Next Review/Revision Date

October, 2025