

# Non-Cash Gift Policy/Form Computer Hardware

**Yuba College Foundation**  
**2088 N. Beale Road**  
**Marysville, CA 95901**  
**(530) 749-3869**  
**Building 1300 - Room 1322**

## General Non-Cash Gifts Policy

Gifts donated to Yuba College Foundation, once (and if) accepted by the Foundation, become the property of Yuba Community College District. Like all such property, these gifts are subject to policies of the Office of Purchasing, both for purposes of inventory and, if necessary, for redistribution or disposal.

Yuba College does not provide appraisals for such gifts, but will provide a letter of verification, for tax purposes, should the donor provide either a formal written appraisal or written/printed evidence of a book value. These policies are further elaborated in the Foundation/District Non-Cash Gifts Policy Statement available in the Office of Foundation and Grants.

### Minimum Standards For 2005 – 2006

#### PC

- Pentium III 600MHz or higher processor
- Minimum 256 MB RAM
- CD-ROM Drive
- Network Interface Card 10/100
- 20 GB or larger hard drive
- Windows 2000 or higher
- 17" or larger monitor
- Hardware must be functional and in good condition
- Computer must be less than three years old

#### Power Macintosh

- MAC OSX
- 300 mhz
- 256 MB RAM
- CD-ROM Drive
- Network Interface Card 10/100
- 20 GB or larger hard drive
- 17" or larger color monitor
- Hardware must be functional and in good condition
- Computer must be less than three years old

### Rationale And Policy For Acceptance Of Gifted Computer Hardware

While the intentions of individuals and organizations who wish to donate computer hardware to the district are appreciated, the district must consider the total cost of ownership of donated items. The cost for modifications and adaptations that must take place before donated hardware is useful for instruction will require expenditure of unbudgeted funds. If equipment that does not meet District needs is accepted, an "asset" could become a liability due to the cost of disposing of obsolete or non-repairable computers. Currently the District can send computers to surplus. Nonfunctioning computers can be recycled at no cost, but monitors require a \$10 fee.

For this reason, all Colleges/sites/departments are encouraged to accept only those donations that facilitate the District's technology plan, are compliant with the District's computing platform, and are capable of meeting District standards with minimal expenditures.

Donated computers accepted by the Yuba Community College District will fall into two categories:

1. **Stand-alone Computers:** Stand-alone computers intended to augment classroom experiences, but not to be connected to the district network. Computers that are personally owned are to be used as stand-alone computers only and are not to be installed on the network. The hardware must be readily identified as personal property, and District-owned software should not be loaded. The owner is responsible for all hardware and software support for these machines.
2. **Networked Computers:** Computers that can be connected to the district network. Donated computers will not be placed on the school's network without approval of the Director of Information Systems. Before placing the computer on the network, the computer's hard drive will be completely reformatted in order to verify that only properly licensed software (including the operating system) is installed.

Computers that do not meet the minimum standards may be used only as stand-alone computers. *Support for donated computers is limited to software maintenance and minor repairs not requiring the replacement of parts or significant technician time.*

If the donation is **not** upgraded to current standards, it **cannot** be supported by District computer technicians, attached to the District network, nor loaded with the District standard desktop software.

### Licensing Requirements For Donated Computer Hardware

A license certificate must accompany donated computers which have an operating system already installed. If the license cannot be furnished, the operating system can be purchased through the District. Purchase of the standard operating system will be the responsibility of the College/site/department receiving the donation. Once a donated computer meets District standards, there is no charge for the District standard desktop software.

The donating individual, group, or company may transfer licensing of Microsoft Operating System software by writing a letter indicating the transfer of the license to Yuba Community College District. Disks and other documentation must accompany all software that is donated with the computer. If the legal license for the operating system is not available to the donor, it is the financial responsibility of the College/site/department to purchase the operating system for the computer.

#### Donor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_

#### Description of Gift

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### Gift's Destination and Beneficiary

#### Estimated Value (External Valuations Only)

Name:

Dept:

Campus:

Phone:

E-mail:

~ Formal Appraisal (Over \$5,000)

~ External Expert

~ Book or Website Value

\$

#### Anticipated Date of Gift's Receipt

**SIGNATURE SHEET ON REVERSE SIDE**

**Approval Signatures:**

<b>(Step #1)</b> APPROPRIATE DEAN OR PROGRAM DIRECTOR	DATE:	ACCEPTED	NOT ACCEPTED
<b>(Step #2)</b> APPROPRIATE VICE PRESIDENT	DATE:	ACCEPTED	NOT ACCEPTED
<b>(Step #3)</b> SPECIALIZED REVIEW - Buildings, Operations, or Information Systems	DATE:	ACCEPTED	NOT ACCEPTED
<b>(Step #4)</b> PES REVIEW and Appropriate Signature	DATE:	ACCEPTED	NOT ACCEPTED
<b>(Step #5)</b> YUBA COLLEGE FOUNDATION APPROVAL	DATE:	<b>(Step #6)</b> Send approved copy to Office of Purchasing	

- A. Upon completion, please return a copy to the Office of Foundation and Grants:
- B. Note that items exceeding \$5,000 in value must be inventoried through the Office of Purchasing
- C. Note that all items, once accepted, are transferred to Yuba Community College District and become district property

Form Modified: 6/15/05