

Non-Cash Gift Form

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

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.

Description and Justification of Gift:

DATE OF GIFT:	ESTIMATED VALUE (EXTERNAL VALUATIONS ONLY)	
GIFT DESCRIPTION AND USE (Add Attachment if Necessary)	~ Formal Appraisal (Over \$5,000)	\$
	~ External Expert	
	~ Book or Website Value (attach)	
GIFT=S DESTINATION & BENEFICIARY	DONOR INFORMATION	
Name: _____	Name: _____	
Dept: _____	Address 1: _____	
Phone: _____	Address 2: _____	
E-mail: _____	Address 3: _____	
Campus: _____	State/Zip	Phone: _____
IMPACT OF GIFT		
Approximate Age of Item: _____	Additional Installation Costs Required? _____	
Energy Use/Efficiency Considered? _____	Special Additional Space Needs? _____	
Requires Additional Climate Controls? _____	Have Hazmat Implications been Considered? _____	
Requires Periodic Maintenance? _____	Donation Consistent with Program Review? _____	
Additional Safety Requirements? _____	Other Comments/Concerns? _____	

Approval Signatures:

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

Upon completion, please return a copy to the Office of Foundation and Grants: