



Donation of Non-Monetary Materials

TO BE COMPLETED BY DONOR

INDIVIDUAL

COMPANY

A

Name _____

Company _____ Phone _____

Address _____

City/State/Zip _____

The Golden West College Foundation will notify you by mail with official acceptance of your non-monetary donation.

TO BE COMPLETED BY GOLDEN WEST COLLEGE EMPLOYEE ACCEPTING DONATION

B

Employee Name _____ Date _____

Department _____ Extension _____

Proposed Use of Gift _____

TO BE COMPLETED BY MANAGING SUPERVISOR OF THE DIVISION OR PROGRAM TO RECEIVE DONATION

C

I recommend: _____ Acceptance _____ Rejection of donation

Signature of Supervisor _____ Date _____

Comments: _____

Considerations:

- (1) Can materials be appropriately used in instruction program?
- (2) Do the materials commit the institution to an expenditure of funds?
- (3) Do we have appropriate facilities to house the donation?

TO BE COMPLETED BY VICE PRESIDENT OF ADMINISTRATIVE SERVICES

D

I recommend: _____ Acceptance _____ Rejection of donation

Signature of Vice President: _____ Date _____

Comments _____

TO BE COMPLETED BY COLLEGE PRESIDENT

E

Donation is: _____ Accepted _____ Rejected

Signature of President _____ Date: _____