



Form for Acceptance of In-Kind Gifts
GROW Santa Fe Community College Foundation

Description of Gift/Donation: \_\_\_\_\_

Purpose of Gift/Donation: \_\_\_\_\_

Donor-identified restrictions: \_\_\_\_\_
(If none, the GROW Foundation and/or College reserve the right to use/dispose of gift as deemed necessary)

Donor Information:

Name(s): \_\_\_\_\_

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

Phone(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

By my signature/initial I hereby authorize the GROW Santa Fe Community College Foundation or SFCC to use, sell, trade or dispose of the donated item(s) in whatever manner deemed desirable by either entity, at any time.

Donor Acceptance of GROW Santa Fe Community College Foundation/College terms

Date of Acceptance

Value of donation \$ \_\_\_\_\_ as appraised by:
- independent with signed appraisal (necessary for gifts exceeding \$5,000 in value)
- donor
- SFCC recipient department (not for donor use)

This item would be purchased if not donated [ ] Yes [ ] No
\_\_\_\_\_ SFCC Recipient Department Representative

Relocation requirements (i.e. transportation, shipping, storage, maintenance, or value assessment/insurance) or other special needs: \_\_\_\_\_

Expected costs to make functional \$ \_\_\_\_\_ Account # to pay such costs: \_\_\_\_\_

College Acceptances and Approvals:

- Recipient Department
Division Head/Supervisor
Dean/Director
Cabinet Officer

Date

For GROW Foundation Office Only:

- Date of Acknowledgment Letter from GROW Santa Fe Community College Foundation Office
Date of Acknowledgment Letter from President's Office