



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

Description of Gift/Donation:

Purpose of Gift/Donation:

Donor-identified restrictions:

(If none, the Foundation and/or College reserve the right to use/dispose of gift as deemed necessary)

Donor Information:

Contact Name(s):

Business Name:

(if applicable)

Address:

Phone:

E-Mail:

By my signature I hereby authorize the 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 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:

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College Acceptances and Approvals:

Date

- Recipient Department
Division Head/Supervisor
Dean/Director

For Foundation Office Only:

- Date of Acknowledgment Letter from Santa Fe Community College Foundation Office