

## Gifts-In-Kind Review & Approval Form

Instructions: This form must be signed by the MATC President, a current Vice President or Dean prior to acceptance of any gift-in-kind offered to the college. This includes any offered gifts of: equipment, supplies, artwork, book collections, antiques, tools, fixtures or materials. MATC strives to ensure that all gifted property has a related use within the college and that gifted property is acknowledged by the MATC Foundation and all capital equipment assets are properly booked. This includes gifts from members of the MATC community, as well as gifts from any members of the public.

Date of Notification of Proposed Donation \_\_\_\_\_

Anticipated Date of Receipt of Donated Property: \_\_\_\_\_

Describe how MATC was notified of the donor's desire to donate property

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

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

Donor Phone Number: \_\_\_\_\_

<sup>1</sup>Donor Social Security /Tax ID Number: \_\_\_\_\_

Department to Receive Gifted Property: \_\_\_\_\_

Description of Proposed Gift(s): \_\_\_\_\_

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<sup>1</sup> Social Security / Tax ID Number is only required for donations of motor vehicles, boats or airplanes

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If gift is equipment, identify manufacturer and serial number and state age of equipment (estimate if age is not known):

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Describe how the gift enhances the mission of MATC, and how the gifted property will be used by the receiving Department:

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Name(s) of faculty members or staff members who will be responsible for using and overseeing maintenance of the gifted property:

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Where will this gift be stored? Include details of any specific storage requirements (such as temperature requirements, square footage for large items, etc): \_\_\_\_\_

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Does the gifted property include hazardous materials of any kind? \_\_\_\_\_

Estimated cost to MATC of storage, maintenance and disposal of gifted property:

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Source of funding for storage, maintenance and disposal of gifted property:

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Value of the gifted property as assigned by the donor (MATC does not assign value):

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Are there any restrictions or conditions imposed by the donor of this gift? For example, does the donor require that the gifted property be used only by a certain Department, or for a limited purpose or minimum period of time?

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The District Board prefers that all donations and gifts be given through the MATC Foundation, a non-profit organization supporting the college. Has the donor been informed of MATC's intention to process receipt of the donated property through the MATC Foundation?

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Initial appropriate box below:

Approval

I approve the acceptance of the gifted property described above.

Provide this form to the MATC Foundation and a copy to the Business Office along with any valuation information received from the donor.

Decline

Based upon the information provided by the donor, the proposed gift is declined because: \_\_\_\_\_.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_