

**Alamance Community College and Alamance Community College Foundation
Non-Cash Gift Acceptance Form**

Date: _____
Department or Division: _____
Person Submitting Form: _____

Provide a detailed description of item donated. Include Serial Number or VIN where relevant.

All non-cash gifts accepted must demonstrate at least one of the following:

- 1) Have clear educational value to a particular curriculum;
- 2) Provide savings on administrative costs;
- 3) Be intended for use in the Foundation's housing project;
- 4) Be intended for sale by the Foundation to benefit the educational programs of the College.

Indicate how this item will meet one of the conditions listed above:

What costs will be incurred by the College or Foundation in accepting this gift? Please consider shipping, installation, insurance, disposal, upgrades, maintenance, etc:

Name of Donor (as it should appear for recognition): _____
Taxpayer ID (donation cannot be accepted without this information): _____
If Donor is an organization, please provide the name and title of contact: _____
Mailing address: _____

_____ I value this donation at \$ _____
_____ I wish this donation to be anonymous.

Signature of donor or organization representative: _____ Date: _____

Requester Signature: _____ Date: _____

Administrative Approval to Proceed:
Department Head / Coordinator _____ Date: _____
Associate Dean / Dean / Director _____ Date: _____
Vice President / President _____ Date: _____

Please submit this form to the Vice President of Institutional Advancement. Copies will be sent to the Executive Vice President and to the Vice President of Administration.