

# Non-Cash Donation Form

- Step 1**

**FOR DONOR COMPLETION**

Name and Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Location of Equipment: \_\_\_\_\_  
 Item description: \_\_\_\_\_  
 \_\_\_\_\_  
 Donor's estimated fair market value of item(s):\$ \_\_\_\_\_  
**Per IRS ruling, TTC confirms that you received neither goods nor services in return for this donation. I certify that I have the authority to make this donation and that I/this company have/has a clear and legal title and full ownership of the item(s) being donated.**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Step 2**

**FOR COMPLETION BY ORIGINATOR (TTC faculty or staff member)**

Program(s) in which students will benefit from donated item(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed location (building or site and room number): \_\_\_\_\_  
 Installation, IT and/or service requirements and projected costs: \_\_\_\_\_  
 \_\_\_\_\_  
 Originator: \_\_\_\_\_ Date: \_\_\_\_\_  
*signature*

- Step 3**

**FOR COMPLETION BY DEAN/DEPARTMENT HEAD**

\_\_\_\_\_ I recommend that TTC accept the equipment/resources as described.  
 \_\_\_\_\_ I recommend that the TTC Foundation accept the equipment/resources as described.\*  
 \_\_\_\_\_ I recommend that TTC not accept the equipment/resources as described because:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Department Head or Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
*signature*

- Step 4**

**FOR COMPLETION BY THE PRESIDENT'S OFFICE**

Date Form Received: \_\_\_\_\_ Date Acknowledgement Sent: \_\_\_\_\_  
 \*TTC Foundation Approval (if item(s) to be resold): \_\_\_\_\_ Date: \_\_\_\_\_  
*signature*

- Step 5**

**FOR COMPLETION BY FACILITIES MANAGEMENT (if applicable) AND/OR RECEIVING & INVENTORY**

Pick-up Date: \_\_\_\_\_ Facilities Management \_\_\_\_\_  
 or *signature*  
 Installation Date: \_\_\_\_\_ Receiving and Inventory: \_\_\_\_\_  
 or *signature*  
 Information Technology: \_\_\_\_\_  
*signature*

**After pick-up/installation is completed, return this original form to the President's Office.**