

NON-CASH DONATION

Step 1

FOR DONOR COMPLETION

Name: _____ 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 Signature: _____ Date: _____

Step 3

FOR COMPLETION BY DEAN/DEPARTMENT HEAD

I recommend that TTC accept the equipment/resources as described.

I recommend that TTC not accept the equipment/resources as described because:

Department Head or Dean Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Step 4

FOR COMPLETION BY THE PRESIDENT'S OFFICE

Date Form Received: _____ Date Acknowledgement Sent: _____

Step 5

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

Pick-up Date: _____ Facilities Management Signature: _____

or

Installation Date: _____ Receiving and Inventory Signature: _____

or

Information Technology Signature: _____