Request for Authority to Accept Donations or Gifts

A donation or gift is being made to Piedmont Virginia Community College by:

_____
Name of Donor

_____
Address of Donor

Description of items (may be attached)

_____

_____

_____

_____ _____ _____
Serial Number (if applicable) Quantity Dollar Value

_____ _____
Signature of Donor Date

Responsibility for assigning a dollar value rests with the donor.

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The department of _____ has a need for the above item(s) that will be used to enhance existing or future college programs.

The item is
_____ Usable, no repairs needed
_____ In need of repairs estimated to cost _____
_____ Requires college maintenance action
_____

_____
Supervisor Date

****

_____ Recommend approval
_____ Recommend disapproval

_____
Appropriate Vice President Date

_____ Recommend approval
_____ Recommend disapproval

_____
Vice President for Finance and Admin Svcs. Date

Equipment donations valued at $5,000 or more must have a college ID and be inventoried.