

# **Piedmont Virginia Community College**

## **Section VII – Fiscal Policies and Procedures**

### **VII – 3.19 Non-Monetary Gifts to the College Policy**

Effective Date: April 2010

Last Revised: April 2026

Responsible Dept.: Business Office/VP of Finance & Administrative Services

#### **1. Purpose**

To establish guidelines for the donation of equipment and other non-monetary gifts to Piedmont Virginia Community College.

#### **2. Policy Statement**

- a) The College has the right to refuse any gift.
- b) The donor may not place restrictions on the gift.
- c) Gifts are accepted by the PVCC Educational Foundation on behalf of the college and ownership is transferred to the College when appropriate.
- d) The College may dispose of donated items as it deems fit subject to state rules governing surplus property.

#### **3. Definitions**

N/A

#### **4. Applicability**

This policy applies to all Faculty and Staff at PVCC.

#### **5. Responsibilities**

The Business Office is responsible for the implementation of this policy.

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at [pvcc.edu/nondiscrimination](http://pvcc.edu/nondiscrimination).

## **6. Procedures for Implementation**

The prospective donor is responsible for:

- a) Writing a letter to the appropriate college department describing the item and offering it as a gift.
- b) Assigning a dollar value to the donated item. Such value should be reasonable in keeping with the fair market value of the gift. Any equipment or other non-monetary donations valued at \$5,000 or more must have a college ID and be inventoried by the Business Office if the item is transferred to the College.

The department head will complete a Request for Authority to Accept Donations or Gifts form and submit it to the Vice President of Finance and Administrative Services for final approval or rejection.

The Business Office will inform the College department and Office Institutional Advancement and Development of the approval or disapproval of the donation.

The Office Institutional Advancement and Development will arrange acceptance of the gift, thank the donor, and record the gift as an in-kind contribution before transferring ownership to the College.

## **7. Sanctions for Violation of Policy**

N/A

## **8. Other General Information**

N/A