



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Acceptance of Donated Property and/or Equipment  
Number: 2.2.1.1**

Responsibility: Administrative Services  
Last Updated: November 1, 2023  
Related Policy: 2.2.1 Property and Equipment

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President

**Purpose:**

The purpose of this procedure is to establish regulations for accepting and receiving gifts of equipment, real property, and other tangible items from private individuals, government offices, the TCL Foundation, or any other source; assigning monetary value to such gifts; and maintaining inventory control and disposing of such gifts.

**Procedure:**

1. Acceptance and Receipt
  - a. Equipment and/or other tangible items offered by a donor directly to TCL or through the TCL Foundation shall require a written request for acceptance initiated by the department representative anticipating receipt of the equipment and/or other tangible items utilizing the request form designed for this purpose.
  - b. The Vice President for Administrative Services will review the request form and accept donations of equipment and/or other tangible items on behalf of the college, notifying the initiator and inventory control of the request and acceptance.
  - c. Arrangements for the delivery and receipt of equipment and/or other tangible item donations shall be the responsibility of the college's receiving department.
  - d. The initiator of the request form shall immediately notify the Vice President for Administrative Services and inventory control upon the actual receipt of the equipment and/or other tangible items and submit all original deeds, titles, and/or ownership papers to the Vice President for Administrative Services. Deeds and other documents for real property shall be retained in a security lock box at the college or at an institution selected by the college. A copy of the fully executed "Acceptance of Good/Supplies/Equipment" form will be filed in the Office of the Vice President for Administrative Services with copies distributed to Inventory Control and those whose signatures appear on the form.

- e. If the donation does not come through the TCL Foundation, the Vice President for Administrative Services will ensure acknowledgement letters are sent to equipment and/or other tangible item donors on behalf of the college.
2. Determination of Value
    - a. Monetary value placed on contributions of equipment, real property, and other tangible items, and appraisals offered in support of such values, are the responsibility of the donor. According to IRS regulations, donors must obtain an independent appraisal only if they are claiming more than \$5,000 for their gift.
    - b. The monetary value of the contribution as determined by the donor and the utility value assessment for the offered equipment or other tangible item donation shall be included as a part of the standard form utilized for requesting approval to accept equipment and other tangible item donations which is a part of this procedure.
  3. Inventory Control and Disposal
    - a. Inventory control will identify and mark all donated items in accordance with state procedures.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY  
ACCEPTANCE OF GOODS/SUPPLIES/EQUIPMENT DONATED TO TCL**

Date: \_\_\_\_\_

Originator: \_\_\_\_\_ Department: \_\_\_\_\_

**Donor:** Name: \_\_\_\_\_

Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Intended Use of Donation:

\_\_\_\_\_  
\_\_\_\_\_

Restrictions (if any): \_\_\_\_\_

**Type of Donation (Check One)**

\_\_\_\_\_ Good/Supplies

Description & Serial # (if any):

\_\_\_\_\_

Value (as estimated by donor) \$ \_\_\_\_\_

Condition \_\_\_\_\_

\_\_\_\_\_ Equipment

Description & Serial # (if any):

\_\_\_\_\_

Value (as estimated by donor) \$ \_\_\_\_\_

Condition \_\_\_\_\_

Is the donation being made through the TCL Foundation? Yes \_\_\_\_\_ No \_\_\_\_\_

**Signatures of Approval**

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Vice President for Administrative Services Date

\_\_\_\_\_  
TCL Foundation, Executive Director (if applicable) Date

\_\_\_\_\_  
IT Director (required for ALL information processing Date  
equipment donations)