

**REVENUES – GIFTS, GRANTS, AND DONATIONS**

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The Chancellor or the Chancellor's designees has the authority to accept gifts and donations on behalf of the college.

The Chancellor or the Chancellor's designees reserve the authority to enter into or apply for grants or contracts.

HLC Criterion: 2A.2; 5B

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**Policy History:**

July 7, 2014  
January 1, 2011  
July 30, 2001

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**ACCEPTANCE OF GIFTS, GRANTS, AND DONATIONS**

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Procedures:

1. The Chancellor or the Chancellor's designee has the authority to accept gifts, grants, or donations on behalf of the college.
2. Upon acceptance, the Chancellor or designee will notify the Business Office of the nature of the type of funding received and an appropriate receipt or letter of appreciation will be produced.
3. For tax deductible gifts or donations, the College's Tax I. D. will be displayed with the receipt or letter for appropriate tax filing by the donor.
4. The Chancellor or designee will notify the Business Office of suitable use of the gift or funds so that appropriate general ledger codes may be identified for proper use.
5. If the gift is not monetary, but is deemed to be valued above Capitalization Thresholds, appropriate capitalization procedures will be followed.

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**Procedure History:**

June 8, 2016

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