



## Appendix B (Policy 3.1.1)

### Charitable donations form for gifts-in-kind donated to College of the Rockies

The College receives a variety of donations, including gifts-in-kind (non-cash gifts) such as property (e.g. equipment, consumables, real estate, artwork, etc.) as per policy 3.1.1. The completion of this form is required for all gifts-in-kind transferred to the College to ensure that charitable donations are received in compliance with applicable laws and in accordance with College priorities. The Director, Donor & Alumni Engagement, in consultation with the respective Department Head or Campus Manager and the Director, IT and Controller is responsible for approving all gifts-in-kind deemed to be in the interest of the College.

#### SECTION 1

to be completed by the DONOR

Donor name: \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Donation description: \_\_\_\_\_ photo attached

Serial number (if applicable): \_\_\_\_\_

Estimated fair market value: \$ \_\_\_\_\_ independent appraisal(s) attached

Additional terms and conditions:                    no        yes (documentation attached for consideration)

*As donor, I agree that the information above is correct and I agree to the terms or restrictions as outlined and attached hereto. Further, I understand that the College maintains the right to refuse, or to use, transfer, sell, or dispose of the donation(s) in any way it deems appropriate.*

Donor signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION 2

to be completed by the COLLEGE

Program name: \_\_\_\_\_ Cost centre: \_\_\_\_\_

Installation costs, compatibility, other implications:

I have consulted with the *Director, Facilities & Director, IT*  
*correspondence attached, if applicable*

Rationale Attached  
*faculty correspondence/description from Subject Matter Expert*

**Signature  
for**

**Endorsement**

*Department Head or Campus Manager*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Financial  
Services**

The College **AGREES**  
that the above donated item(s) are acceptable  
and will assume any ongoing costs associated  
with the maintenance and use of the gift

Charitable receipt

The College **DECLINES**  
acceptance of the above donation(s)

Non-charitable receipt.

COTR control no.: \_\_\_\_\_

**Signatures  
for**

**Final Approval**

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Director, Donor & Alumni Engagement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date