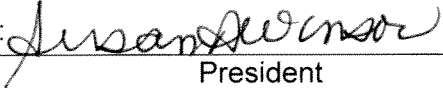



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title: DONATED EQUIPMENT	Procedure Number: 10-3-104.1
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 10-3-104	

Approved:  President	Approved:  Vice President of Administrative Services
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Date Adopted: 07/01/2004
Date Revised:

I. Procedures

A. General

1. College personnel are encouraged to solicit equipment donations from public or private sources.
2. Gifts of personal property, equipment, materials, or services must be reported to the Executive Director of the ATC Foundation, Inc. prior to their acceptance, using the appropriate In-Kind Gift Report, which documents the need and the projected use of the item(s). The institution shall assume no responsibility for establishing a value of gifts for tax purposes. The donor should provide documentation of the fair market value of the gift before acceptance is made.
3. College personnel are NOT authorized to accept donated equipment without prior written approval by the Vice President of Administrative Services.
4. A record of all in-kind gifts is kept on file in the ATC Foundation Office. The ATC Foundation Office shall acknowledge all gifts promptly in writing.
5. In-kind gifts are transferred to the College monthly. Gifts of equipment shall be appropriately inventoried in accordance with the institutional capitalization policy.

6. In-kind gifts are recorded monthly in the general ledger along with other gifts/revenues.

B. Definitions

1. Equipment – Equipment means such non-fragile, moveable apparatus, mechanisms, articles, machines, furnishings, models, etc... as are not in normal day to day use consumed, exhausted or worn out.
2. Donated Equipment – Equipment received by the College or the ATC Foundation where the donor releases title to the College or the ATC Foundation.
3. ATC Foundation Equipment – Equipment requiring inventory accountability donated by the ATC Foundation for use at and by the College. Ownership and disposition of ATC Foundation equipment will be at the sole discretion of the ATC Foundation.

C. Specific

1. For the College or ATC Foundation to consider accepting the donated equipment, the equipment must meet the following criteria:
 - a. The equipment is usable;
 - b. The equipment is for the College's use and fills an existing educational and/or administrative need; and
 - c. The installation and operation of the equipment will not place a financial burden on the College.
2. College personnel will complete an In-Kind Gift Request form (attached) and forward it to the Vice President of Administrative Services.
3. The Vice President of Administrative Services will review the form and after consultations with appropriate College personnel 1) reject the donation, 2) accept the donation as College equipment, or 3) refer the donation to the Director of the ATC Foundation. The Director of the ATC Foundation will 1) reject the donation or 2) accept the donation as ATC Foundation equipment.
4. The requestor will be notified in writing of the College or Foundation's decision regarding acceptance of the equipment.

5. The Director of the ATC Foundation, following notification by the requestor, will notify the prospective donor in writing. The Director of the ATC Foundation will prepare and forward appropriate acknowledgements to the donor.
6. Under no circumstances will the College or ATC Foundation personnel make or convey, in any manner, an appraisal or other representation of value to the prospective donor.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2013		