

Donations

For non-cash gifts valued over \$1000.00

- The receiving school/department completes a CCF 273 *Report of Gifts* form for any gifts valued over \$1,000.00.
 - The donor establishes the value of non-cash gifts.
- The principal/department head and division head sign the form.
- Forward the form to the Assistant Director of Purchasing for approval on safety and quality standards.
- The form is sent back to the school/department, the gift is accepted, and the form is forwarded to Accounting.

When accepting donations, please take into account the cost of maintenance, support, and ongoing supplies needed to operate equipment as the school is responsible for those costs.

