

LCC FOUNDATION GIFT-IN-KIND ACCEPTANCE FORM

TO BE COMPLETED BY LANE COMMUNITY COLLEGE STAFF
SEE SECOND PAGE FOR INSTRUCTIONS TO COMPLETE THIS FORM

DONOR NAME (Individual or Company): _____

CONTACT NAME (if company): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____

PROGRAM/FUND NO.: _____

DEPT./PROGRAM RECEIVING GIFT: _____

DEPT./PROGRAM CONTACT: _____ EXT.: _____

DEPT. HEAD SIGNATURE: _____

DESCRIPTION OF GIFT (BRAND, MODEL, SERIAL #, VIN # ETC.):

If donation is a motor vehicle, donor's SSN or Tax ID# (Required): _____

DATE GIFT RECEIVED: _____

VALUE OF GIFT: \$ _____

HOW WAS VALUE DETERMINED?

- ☐ BY DONOR
☐ AUTHORIZED APPRAISER

**All gifts of equipment and materials donated through the Foundation to Lane become college property. Disposition of these gifts must conform to college guidelines and procedures.
Gifts of automobiles/vehicles shall include titles.**