

**GIFTS, ACCEPTANCE OF**

The Division Dean, or appropriate Administrator, will determine the potential usefulness of any gift offered to the District.

Upon approval, the appropriate Administrator will request, in writing, that the Vice President for Fiscal Affairs place the item on the agenda for Governing Board acceptance.

A letter of appreciation will be written to each donor by the Vice President for Fiscal Affairs following Board acceptance. (In rare cases, the letter of appreciation will be written prior to Board acceptance, i.e., acknowledgment of a gift prior to the end of a calendar year).

A letter of appreciation will be sent from the recipient division, but will **not** reflect any reference to the dollar value of the gift. The Vice President for Fiscal Affairs shall receive a copy of this letter.

The District does not assume the responsibility for assessing the dollar value of any item donated. Values will not appear in the agenda item or the letter of appreciation unless specifically requested by the donor. It will then be clearly stated that the dollar value has been estimated by the donor and the District assumes no responsibility for the appraisal.