



## NON-CASH DONATION FORM

The Foundation will accept on behalf of the College, donations for educational, scientific, and charitable purposes to support the advancement of the College. As such donations may include cash, materials, supplies, equipment, services, securities, personal property or deferred gifts. All such donations, both restricted and unrestricted, are the property of the Foundation, until such time that they may be transferred to the College.

Donations, as approved by the appropriate College Dean, of physical materials, supplies, equipment and services will be acknowledged with a gift receipt letter from the Foundation indicating the nature of the gift, and other pertinent information as necessary for tax-reporting purposes and internal use. The donor should be advised to attach their documentation of value to this letter for tax purposes.

**Special Instructions Regarding Vehicle Donations:**

The auto club does not have the authority to accept assets. No vehicle will be accepted without a proper title, and upon possession, will be titled in the name of Yavapai College. The sole use of vehicles is for instructional purposes.

**Donor Information:**

Donor's Name:				
Address	City	State	Zip Code	
Telephone #:		Email:		

**Donated Item (if a vehicle, include Year, Make, Model, & Mileage):**

S/N or VIN (if applicable):		Estimated value of Item being donated:	
Specific use of Item:			

**Approval: All approvals must be completed prior to the Foundation considering the acceptance of the Item(s)**

Campus Dean or Division Assistant Dean:		Date:	
Facilities Management:		Date:	
Vice President:		Date:	

**Signature Below indicates approval to accept this donation on behalf of the Yavapai College Foundation:**

Executive Director, Foundation:		Date:	
---------------------------------	--	-------	--