

**Alamance Community College and Alamance Community College Foundation
Non-Cash (In-Kind) Gift Acceptance Form**

Date: _____
Department or Division: _____
Person Submitting Form: _____

Provide a detailed description of item donated. Include Serial Number or VIN where relevant.

- All non-cash gifts accepted must demonstrate at least one of the following:
- 1) Have clear educational value to a particular curriculum or program;
 - 2) Provide savings on administrative costs;
 - 3) Be intended for use in college events and functions;
 - 4) Be intended for sale by the Foundation to benefit the educational programs of the College.

Indicate how this item will meet one of the conditions listed above:

What costs will be incurred by the College or Foundation in accepting this gift? Please consider shipping, installation, insurance, disposal, upgrades, maintenance, etc. *****If this item needs to be plugged in, stored or will not be used up within a year, you MUST get approval from the Assoc. VP of Services and Facilities or their designee and have them sign here _____.** Remember to complete an ACC Form 101 well in advance of when you will need assistance transporting or installing the item. *******

Name of Donor (as it should appear for recognition): _____
If Donor is an organization, please provide the name and title of contact: _____
Mailing address: _____

_____ I value this donation at _____
_____ I wish this donation to be anonymous.

Signature of donor or organization representative: _____ Date: _____

Requester Signature: _____ Date: _____

YOU MUST GET THE SIGNATURES BELOW BEFORE BRINGING THE ITEM ON CAMPUS:

Department Head	_____	Date:	_____
Dean / Director	_____	Date:	_____
Vice President	_____	Date:	_____
Executive Vice President	_____	Date:	_____
Executive Director of ACCF	_____	Date:	_____

Please submit this form to the Vice President of Institutional Advancement / Executive Director of ACCF once all signatures have been obtained. (July 2023)