



INFORMATION REGARDING PROPOSED DONATION

Name of person completing form: _____ Date: _____

Division/Department/Council: _____ Estimated Value of Donation: _____

Cash: _____

Name and Address of Donor:

Description of Donation:

Donor Restrictions on Donation Use (if any):

What College program will use this donation?:

How and by whom will the donation be used?:

Where will the donation be located?:

What is the estimated useful life of donation?:

What are the estimated installation costs (if any)? How will they be funded?:

What are the estimated annual maintenance costs (if any)? How will they be funded??"

Are there any other costs which will be associated with acceptance of this donation? How will be funded?:

Approvals:

Division Chair/Director:

Dean/Other Manager:

Date approved by President's Council: _____

Board of Trustees/Board of Directors: _____