



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

GIFT ACCEPTANCE FORM

(To be filled out by person/department requesting acceptance of donation)

Attach a copy of Deed of Gift form

Gift: _____

Name of Donor: _____

Date Gift Received: _____

Person Requesting Acceptance of Gift(s): _____

Department: _____ Gift Location: _____

Institutional/Instructional Value: _____

Signature: _____ Accepted: [] Not Accepted: [] Date: _____
*Dean/Director

Signature: _____ Accepted: [] Not Accepted: [] Date: _____
Director, Business Services (If Cash/Check)

Signature: _____ Accepted: [] Not Accepted: [] Date: _____
Director, FPM

Signature: _____ Accepted: [] Not Accepted: [] Date: _____
Chief Technology Officer
(If computer equipment or software)

Signature: _____ Accepted: [] Not Accepted: [] Date: _____
*Vice President for benefiting department or
program

Signature: _____ Accepted: [] Not Accepted: [] Date: _____
*Vice President for Administration (Final Signature)

*=required

For Superintendent/President Office use only

Board Acceptance: _____ Acknowledgement Letter Completed: _____

To be completed if gift is sold:

Date of Sale: _____ Sale Price: _____