

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

DONATED CAPITAL ASSETS ACCEPTANCE
PROCEDURE

Effective: February 23, 2006

Policy No. 3357:13-17-45

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- A. A letter with a brief description and availability of the equipment is generated from the donor to the College Facilities Manager.
- B. The Facilities Manager makes arrangements to inspect the equipment and determine the desirability of accepting the equipment. At this time, the Facilities Manger should:
 - 1. Ascertain the condition of the equipment.
 - 2. Determine if the item is needed for an instructional program.
 - 3. Contact Facilities Coordinator/Plant Operation Manager/Maintenance, etc., to make certain that we can receive and place the item.
 - 4. Determine any additional expenses such as tooling costs, accessory purchases, reconditioning, etc.
 - 5. Consider what kind of energy consumption costs will be incurred by its use.
 - 6. Estimate the life span of the equipment.
 - 7. Consider the cost for disposing of the donation when its usefulness is ended.
- C. Facilities Manager should accept or reject the item in writing to the donor. A copy of the acceptance only should go to the Vice President for Business Services along with a written appraisal of the item's value from the donor. If accepted, the letter should designate whether the item is going to be accepted for use or for storage and resale. The Vice President for Business Services should be advised by the Facilities Manager if the item should be included as part of the College inventory for both balance sheet and insurance purposes.
- D. Facilities Manager will make arrangements for picking up the item and putting it in place once it is delivered.
- E. Facilities Manager will notify the Vice President for Business Services when the item is received.
- F. Vice President for Business Services will generate a letter thanking the donor for the item and send a copy to the Facilities Manager.
- G. The Facilities Manager will inventory the item.

2/23/06

CFO (Business Office)