

Authorization for Gifts-In-Kind/Leveraged Equipment

*Gifts-in-kind refers to donations of objects, services, and resources other than cash. Only Department Managers or Program Leader/Department Chair Faculty Members may accept a gift-in-kind on behalf of RCTC after securing the appropriate approvals on this form. **This form must be on file with the RCTC Foundation Office prior to accepting the gift.***

PROGRAM/DEPARTMENT: _____

PROGRAM/STAFF CONTACT PERSON: _____

PHONE NUMBER: _____

DONOR

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATE OF GIFT: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

THE FOLLOWING ITEM(S) WILL BE DONATED TO ROCHESTER COMMUNITY AND TECHNICAL COLLEGE FOUNDATION TO BE USED FOR INSTRUCTIONAL PURPOSES AT ROCHESTER COMMUNITY AND TECHNICAL COLLEGE: *(Please Describe)*

IF THIS IS A VEHICLE DONATION, INCLUDE VIN# HERE: _____

This gift was given voluntarily and is made without expectation of receiving something of value in return.

DONOR DETERMINED VALUE: \$ _____

IF THE VALUE IS \$5,000 OR MORE A WRITTEN APPRAISAL FROM AN INDEPENDENT APPRAISER IS REQUIRED BY THE IRS IN ORDER FOR THE DONOR TO SUBSTANTIATE TAX DEDUCTIONS. DONORS SHOULD CONSULT THEIR TAX ADVISOR ABOUT THE APPRAISAL REQUIREMENTS.

COLLEGE AUTHORIZATION – REQUIRED prior to submitting to RCTC Foundation.

SIGNATURE: _____ DATE: _____
DEPARTMENT MANAGER OR PROGRAM LEADER/DIVISION COORDINATOR (FACULTY)

SIGNATURE: _____ DATE: _____
DEAN (IF APPLICABLE)

SIGNATURE: _____ DATE: _____
VICE PRESIDENT

RCTC FOUNDATION AUTHORIZATION:

SIGNATURE: _____ DATE: _____
EXECUTIVE DIRECTOR