



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CAM-3 Donations

APPROVED: December 4, 1981
Year of last review: 2024

REVISED: September 21, 2022

AUTHORIZING BOARD POLICY: CAM

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communication & Development

Designated Contact: Associate Vice President of External Relations, Communication & Development

OBJECTIVE: To establish guidelines for the acceptance of personal or real property, financial support, and in-kind services donated to the District.

PROCEDURE:

- I. Cabinet Administrator or designee approval is required before:
 1. A donation of property is received.
 2. A financial donation is deposited to the bank.
 3. An in-kind service is performed.

- II. Departments or personnel within the District are not authorized to receive or accept donations without approval from a Cabinet-level Administrator or designee. Unless specifically identified by the donor, all equipment donations are to the District.

- III. Before approving donations of property, financial donations or in-kind services, the Cabinet Administrator or Designee must consider the criteria outlined below for acceptance. The College District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. The College District shall not accept gifts that discriminate against any person on the grounds of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

Before accepting any donation of property, financial donation or any in-kind service the college via the Cabinet-level Administrator or Designee shall consider whether the gift:

1. Has a purpose consistent with the College District’s educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or College District program;
3. Would support a program that the College may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the College District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among College District schools or programs;
8. Obligates the College District or a campus to engage in specific actions;
9. or Affects the physical structure of a building or would require extensive maintenance on the part of the College District.

If a donation does not meet these requirements or costs associated with accepting the donation would be a burden or unsustainable for the college, the donation should be respectfully declined.

- IV. The Associate Vice President of External Relations, Communication and Development will keep record of all donations. After approval from the Cabinet-level Administrator or designee, any donation received (personal or real property, financial support or in-kind) must be submitted by the employee receiving the donation via the Reporting Form for Donations to EPCC which can be accessed in online forms in MyEPCC or at the Office of External Relations, Communications and Development. The form includes the following information:
 1. Date, name, department, and phone number of individual reporting donation.
 2. Name of the donor.

3. Description of donation, if applicable.
 4. Purpose of the donation, including an explanation of how the donation will benefit EPCC students.
 5. Dollar amount, if a financial donation.
 6. Value of donation for property or in-kind services as provided by the donor.
 7. Restrictions or special instructions on use of donation by donor, if applicable.
 8. Name and mailing address of individual or organization to whom acknowledgment should be sent.
 9. Indication of Cabinet-level or designee approval of the donation.
 10. Attached to the form should be supporting documentation, including letters from the donor.
- V. All cash/checks received by various departments should be forwarded immediately to the Comptroller's Office through the campus cashiers with a memo that explains the purpose of the donation.
- VI. Property donations, including specialized equipment computers or any other tangible donation, donated with restriction to the District must be approved by the Cabinet-level Administrator or designee for the division it will be used in. Property donations without restriction will be reviewed by Cabinet who will, after appropriate consultation with relevant advisory groups and prioritization, recommend allocation of the use of the equipment to one or more organizational units.
- VII. The Associate Vice President will inform the President about donations accepted received by the college each semester. The President shall recommend to the Board of Trustees the acceptance of all donations considered beneficial to the District with a market value that is \$10,000 or more. Abstracts will be created for donations with a value of more than \$10,000.
- VIII. Upon acceptance of donations by the Cabinet Administrator or designee, the employee receiving the donation will:
- A. Advise Property Control and Distributional Services of the donation of property, the Board of Trustees' recommendations, and date of acceptance.
 1. Distributional Services will submit a copy of the key receiving document to Property Control immediately after receiving property.
 2. Property Control will follow-up until the receiving documents are prepared and submitted and will make necessary entries in the accounting records.
 - B. Notify the Comptroller's Office of acceptance of financial donations, who will, in turn establish accounts for the donations, deposit all cash/checks, and inform the appropriate Cabinet Administrator of those accounts.
 - C. Notify the donor of in-kind services approved by the Cabinet-level Administrator or designee so that the service may be performed.
- IX. All donations will be acknowledged in writing. The Office of External Relations, Communications and Development will prepare the official letter of acknowledgement for the donor's tax purposes.