# EL PASO COMMUNITY COLLEGE PROCEDURE

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

**CAM-3** **Donations** (Working Draft: Considered official)

**APPROVED**: December 4, 1981 **REVISED**: ~~September 21, 2022~~
Year of last review: ~~2024~~ 2025 June 12, 2025
**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 College District.

PROCEDURE:

I. Departments or personnel within the College District are not authorized to receive or accept any donations. Approval by the appropriate Cabinet-level Administrator or Designee ~~approval~~ for the division the donation will be used in is required before accepting any of the following: ~~before accepting~~:

1. A donation of property; ~~is received.~~
2. A financial donation; or ~~is deposited to the bank.~~
3. ~~An in-~~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.~~

II. Before approving any donations, the appropriate Cabinet-level Administrator or Designee for the division it will be used in must consider the criteria for acceptance that are outlined below. ~~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~~, sex, age, disability, or veteran status~~, sexual orientation, or gender identity or sex~~.

Before accepting any donation ~~of property, financial donation or any in-kind service~~ the ~~c~~College District via the appropriate Cabinet-level Administrator or ~~D~~designee shall consider whether the gift:

a. Has a cost or value of $10,000 or more which requires Board approval; The Donor is responsible for declaring the value of the donation. If valued over $5,000, the Donor is required to secure a qualified appraisal of the item from a qualified appraiser to confirm the item's value.
b. Is the gift of real property (land, building, structure, etc.) which requires Board approval;
c. Has a purpose consistent with the College District's educational philosophy, goals, and objectives;
d. Places any restrictions on a campus or College District program;
e. Would support a program that the College may be unable or unwilling to continue when the donation of funds is exhausted;
f. Would result in ancillary or ongoing costs for the College District that the college may be unable or unwilling to support, including employment of additional personnel, space, maintenance or any other cost to the College-District;
~~g. Requires employment of additional personnel;~~
h. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];
i. Would result in inequitable funding, equipment, or resources among College District schools or programs;
j. Obligates the College District or a campus to engage in specific actions; or
k. ~~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~~ College-District, as determined by the appropriate Cabinet-level Administrator or their Designee, the donation should be respectfully declined.

III. The Associate Vice President of External Relations, Communication and Development will keep record of all donations. After approval ~~from~~ by the appropriate Cabinet-level Administrator or their Designee, any donation received (personal or real property, financial support or in-kind) must be submitted by the employee receiving the donation via the EPCC Donation Form ~~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:

a. Date, name, department, and phone number of individual reporting donation.
b. Name of the donor.
c. Description of donation, if applicable.
d. Purpose of the donation, including an explanation of how the donation will benefit EPCC students.
e. Dollar amount, if a financial donation.
f. Value of donation for property or in-kind services as provided by the donor. If a Donor values the donation at more than $5,000, the Donor is required to secure a qualified appraisal of the item from a qualified appraiser to confirm the item's value.
g. Restrictions or special instructions on use of donation by donor, if applicable.
h. Name and mailing address of individual or organization to whom acknowledgment should be sent.
i. Indication of Cabinet-level or Designee approval of the donation.
j. Attached to the form should be supporting documentation, including ~~letters~~ correspondence , appraisal for items valued more than $5,000, or any other documents, from the donor.

IV. Financial donations should not be kept, helped, accepted or deposited until approved by the appropriate Cabinet-level Administrator or their Designee. Once the donation is approved for acceptance, 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.

V. Property donations, including specialized equipment computers or any other tangible donation, donated with restriction to the College District must be approved by the appropriate Cabinet-level Administrator or their Designee for the division in which it will be used ~~in.~~ Property donations without restriction will be reviewed by Cabinet ~~who~~ which will, after appropriate consultation with relevant ~~advisory~~ groups, will prioritize needs and ~~prioritization,~~ recommend allocation of the use of the ~~equipment~~ donation to one or more organizational units.

VI. The Associate Vice President of External Relations, Communication and Development will inform the President about donations accepted ~~received~~ by the college each academic year and maintain records of all donations. ~~Semester~~.

VII. The President or their Designee ~~shall~~ must-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. For donations valued at $10,000 or more, an abstract must be created for consideration and approval by the Board of Trustees. ~~Abstracts will be created for donations with a value of more than $10,000.~~

VIII. Upon acceptance of donations by the appropriate Cabinet-level Administrator or their 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~~ required 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-level Administrator of those accounts.

C. Notify the donor of in-kind services approved by the appropriate Cabinet-level Administrator or their 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.