

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>ACCEPTANCE OF GIFTS</b>	<b>Number:</b> <b>AP 8.08</b>
<b>Legal Authority:</b> <b>California Education Code Section 70902</b>	

Per Board Policy 8.08, the District must seek Board approval of the following gifts:

1. motor vehicles
2. aircraft
3. cash exceeding \$1,000
4. securities
5. precious stones
6. precious metals
7. goods other than (1) to (2) above, with a market value exceeding \$1,500

Regardless of the type or amount of gift received, donation recipients must complete a donation approval form.

- If the gift is in the form of a check or cash, recipients must submit the completed form, along with the check or cash to the Bursar's Office.

The Bursar's Office will submit the donation form and a copy of the check to the Development Office.

- If the gift is not a check/cash and falls into the other categories above, recipients must submit the completed form to the Development Office.

The Development Office will obtain consent from the Department Chair (if applicable), School Dean/Unit Administrator (if applicable), Vice Chancellor over relevant area, Associate Vice Chancellor of Institutional Development, and the Chief Financial Officer; prepare a monthly Board Resolution for all gifts falling into categories 1-7 above; and send acknowledgment letters to donors for all gifts, regardless of the type or amount.

In addition, annually in August, the Office of Institutional Development will report all gifts, regardless of the type or amount, to the Board of Trustees.

If the donation is less than or equal to \$1,000, the funds will be available within 5 business days after the deposit.

If the donation is greater than \$1,000, the funds will be available after the Board of Trustees has approved the donation. The Bursar's Office will notify the recipient as soon as the funds are posted in Banner. This typically takes place within a month of the time the recipient deposits the check/cash.

Additional information is posted on the [Development Website](#).

<b>Recommended by Participatory Governance Council: 10/06/16</b> <b>New Administrative Procedure</b>
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