



## POLICY & PROCEDURES MEMORANDUM

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<b>TITLE:</b>	<b>DONATIONS OF MOVABLE PROPERTY</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2004*</b> <i>(Title Updates 6/7/12, 7/27/10)</i>
<b>CANCELLATION:</b>	DCI 3050.1 (10/7/87)
<b>CATEGORY:</b>	Business (BA)

### POLICY STATEMENT

Delgado Community College receives donations of movable property from external organizations and individuals when the property is deemed useful for the College. The Office of Institutional Advancement serves as the initial contact for all property donations to the College. *All property donated to Delgado must be handled in accordance with State of Louisiana Property Control Regulations and the College's [Management and Control of State Property](#) policy and procedures.*

When appropriate, the donated property becomes part of the College's state inventory list. In order to ensure proper inspection, acceptance, and acknowledgement of useful moveable property donations the procedures outlined specifically in this memorandum must be followed.

### PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the policy and procedures for accepting movable property donations to the College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees and operating units of the College receiving donations of movable property from any source.

### 3. **Donation Guidelines**

All movable property donations to the College must be:

- (1) Initiated by contacting the College's Office of Institutional Advancement;
- (2) In working order;
- (3) Usable in an instructional or administrative unit of the College;
- (4) Inspected and recommended for acceptance prior to acceptance by the College;
- (5) Approved by the:
  - Appropriate Department/Division Head;
  - Campus or Site Executive Dean or appropriate Vice Chancellor, as applicable; and
  - Vice Chancellor for Business and Administrative Affairs; and
- (6) Processed through the College's Property Control Department in accordance with State Property guidelines.

### 4. **Procedures and Responsibilities**

A. The **Office of Institutional Advancement** will:

- (1) Serve as the initial contact for all potential movable property donations to the College;
- (2) Complete prospective donor information section of the [Donation of Movable Property Form, Form 3050/001](#) (Attachment A);
- (3) Ascertain, if possible, potential College recipients and request interested Delgado recipient(s) to inspect prospective item(s) to be donated;
- (4) Upon receipt of completed Donation of Movable Property Form from the College Recipient with all required signature approvals designating acceptance of the donation, send letter of acknowledgement to donor;
- (5) Forward *original* of the Donation of Movable Property Form to the Property Control Department and a *copy* to the Controller's Office for appropriate inventory processing; and
- (6) Maintain the official movable property donation file for the College, which includes copies of all Donation of Movable Property Forms.

- B. The prospective **College Recipient** (Faculty or Staff Member interested in using movable property donation on behalf of the College) will:
- (1) Inspect items intended for use in his/her respective operating unit; and
  - (2) If the property is deemed useful by the College Recipient, secure all necessary signature approvals for acceptance of donation on the [Donation of Movable Property Form \(Form 3050/001\)](#);
  - (3) Obtain signature approval of the appropriate Department/Division Head, the campus or site Executive Dean or appropriate Vice Chancellor as applicable, and Vice Chancellor for Business and Administrative Affairs;
  - (4) Submit approved, *original* Donation of Movable Property Form to the Office of Institutional Advancement; and
  - (5) Notify donor of acceptance and arrange for the transfer of the donation to the College.
- C. The **Property Control Department** will:
- (1) Receive original of approved [Donation of Movable Property Form, \(Form 3050/001\)](#) from the Office of Institutional Advancement; and
  - (2) When determined necessary according to State of Louisiana Property guidelines regarding fair market value of donated movable property, tag donated property to be included on the College's state inventory list.

## 5. **Cancellation**

This policy and procedures memorandum cancels DCI 3050.1, *Donations to Delgado Community College*, dated October 7, 1987.

*Policy Reference:*

Delgado Policy and Procedures Memorandum AD-1352.1E, [Management and Control of State Property](#)

Louisiana Revised Statutes 39:321, State Property Control Regulations  
[Louisiana Property Assistance Agency \(LPAA\) Regulations](#)

*Review Process:*

Ad Hoc Committee on Movable Property Donations 1/13/04

Business and Administrative Affairs Council 3/8/04

Executive Council 3/16/04

*Distribution:*

Distributed Electronically Via College's Intranet and E-Mail System

Attachment:

Attachment A - [Donation of Movable Property Form \(Form 3050/001\)](#)