

**LANSING COMMUNITY COLLEGE FOUNDATION**

Report of Non-Cash Gift

Reference LCC Foundation Policy: *Receiving and Managing Gifts to the College*

Date \_\_\_\_\_

**DONOR SECTION:** Declaration of Gift

Donor/Company Name: \_\_\_\_\_

Contact Person (if company named above): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Donated to: Lansing Community College Foundation

1. Property Transferred:

The undersigned, on behalf of the donor, does hereby assign, transfer, and set over unto the Lansing Community College Foundation, all of the donor's right, title and interest in and to the following (include serial number if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Value: \$\_\_\_\_\_  Donor estimate;  3<sup>rd</sup> party appraisal (required when value exceeds \$5,000);  Fair Market

2. Purpose of Gift:

The property hereby transferred is to be used and/or applied by you for the purpose indicated (please check desired purpose):

Unrestricted Foundation Use

For general use of the Foundation, with no restriction as to either the application of such property or the period of retention thereof and with full authority to sell and apply the proceeds from such sale for the general purposes of the Foundation.

General Use of a Specific Department

For the general use of the \_\_\_\_\_  
Division/Department as soon as reasonably possible or practical. Further, if the gift becomes no longer useful to the Division/Department, I grant full authority for its sale or other disposal and designate proceeds from such sale to the area of greatest need in the Division/Department.

Special Purpose as Follows

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date Signed

**COLLEGE SECTION (All sections must be fully completed and signed):**

Division/Department to receive contribution:

\_\_\_\_\_  
Dean \_\_\_\_\_ Phone \_\_\_\_\_

College Representative receiving donation:

Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Associated Costs: \$ \_\_\_\_\_ for \_\_\_\_\_

to be taken from \_\_\_\_\_

Intended use and location of contribution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have seen the item(s) to be donated or can otherwise verify the accuracy of the description in the Donor Section of the report, and I certify the applicability of this contribution for the purpose for which it is being given to the College.

\_\_\_\_\_  
Signature of Dean/Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Senior Vice President of College Advancement and External Affairs, Dr. Stan Chase \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Senior Vice President of Operations, Lisa Webb Sharpe \_\_\_\_\_ Date \_\_\_\_\_

Lansing Community College

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**FOUNDATION SECTION:**

The Lansing Community College Foundation:

- acknowledges receipt and ownership
- acknowledges receipt and transfers ownership to Lansing Community College of the item(s) described in the Donor Section of this report.

\_\_\_\_\_  
Signature of LCC Foundation Director of College Advancement \_\_\_\_\_ Date Signed \_\_\_\_\_

**Routing: Donor Dept Receiving Div Dean/Executive Officer Business Office Foundation**