



04-14 ACCEPTANCE OF LOANED OR DONATED PERSONAL PROPERTY

I. OVERVIEW

The Board of Trustees may accept loans or donations of equipment, educational materials or other personal property offered in good usable condition, which meet applicable safety and other standards, and satisfy a need in support of an educational program or operational function of LACCD. Donations of personal property may be accepted by the College President, or designee, such as the Vice President of Administrative Services and subsequently submitted for ratification to the Board within 60 days of acceptance. Loans of cash and cash equivalents must be handled by the Chief Financial Officer.

The authority to lend or donate District-owned personal property to other parties is reserved to the Board of Trustees, upon recommendation by the College President and the Chancellor.

II. PROCESS

1. Before requesting acceptance of loaned/donated property, the following should be considered:
 - a. How will the property be used in the educational program or in the operations of the location?
 - b. Is the property in good usable condition?
 - c. What would be the cost of repairs or modifications required to render the property usable? Do additional components need to be purchased in order for the property to be functional and usable?
 - d. What installation and maintenance costs are involved?
 - e. Does the property meet current safety, environmental, educational or other applicable standards?
 - f. Is the donor attaching any conditions to the donation?
2. Loaned/donated equipment may not be connected to the local area network or district-wide network without the prior inspection and approval by the information technology department.
3. Loaned/donated property to be used in facilities operations or requiring electrical or utility connection requires prior inspection and written approval by the Director of College Facilities on the donation form before acceptance.



4 Prior to receipt of loaned or donated property, a loan/donation acceptance form must be initiated by donation initiator and requires signature approval by the Vice President of Administrative Services at the college.

The loan/donation form should include the following information:

- a. Donor/lender information – name, address and phone number;
- b. Description of the item (e.g., quantity, make, model, serial number);
- c. Explanation of how the property is to be used to support the college's educational program or operations;
- d. Age and condition of item;
- e. Original cost (if available) and estimated present value;
- f. Location;
- g. Information regarding installation;
- h. Cost of maintenance or repair expenses if needed;
- i. When required, verification that equipment has been checked and approved by the Director of College Facilities or Information Technology supervisor;
- j. Disclosure of any special conditions for the loan or donation.

5. If the Vice President of Administrative Services approves the loan/donation, they should forward the loan/donation form to the College President for consideration. If the College President declines the loan/donation, the transaction will not proceed further.

6. If the College President approves the transaction, their approval will be deemed final, the college may take receipt of the property, and a copy of the executed loan/donation form will be forwarded to the College Procurement Specialist for ratification by the Board within 60 days of acceptance of the loan/donation. Accompanying the form must be any documents required to legally complete the transaction, such as a title conveyance for motor vehicles.

7. The College will also provide a copy of the loan/donation form to the District Asset Accounting Unit so that the item can be recorded in the asset equipment ledger for financial accounting and/or custodial purposes.

8. Upon ratification of the transaction by the Board, the College President or designee will transmit the official letter of confirmation and appreciation to the donor.

9. If the donor has established conditions for the loan/donation, the statement of conditions should be submitted to the Office of General Counsel for review as to legality and acceptability of the conditions.



10. Once donated property is accepted, the property should be sent to the Receiving Department for appropriate inventory tagging.
11. Loaned property should be recorded in a manner that distinguishes it from property owned by the District and preserves the property in accordance with the terms of the loan.
12. Records of the loan/donation will be maintained by the Vice President of Administrative Services or designee at the college. However, the College Procurement Specialist shall keep the original donation form.
13. Donations of cash and cash equivalents (e.g., stocks, bonds) will be processed in the same manner as donations of personal property, except for the provisions pertaining to inventorying, tagging and asset management. Offers of loans of cash and cash equivalents must be submitted to the Office of the Chief Financial Officer for consideration.
14. Any donation accepted without the requisite approvals from the college may be denied and any costs to store or dispose of such donated property may be charged to the initiator's department budget or the initiator may be held personally liable for such costs.

III. LEGAL AUTHORITY AND CITATIONS

Education Code sections 71046, 72205

Board Rule 2308

Administrative Regulation B-19

Donation Form