

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DONATION / GIFT ACCEPTANCE**

COMPLETE ONE FORM PER ITEM

Location:

- District Office
- Moorpark College
- Oxnard College
- Ventura College

Donor:

- Individual
- Alumnus
- Other - Specify: _____
- Corporation
- Government Agency
- Foundation

CASH / CHECK AMOUNT: _____ DATE: _____

or

DESCRIPTION OF EQUIPMENT:

MANUFACTURER: _____ MODEL: _____

SERIAL NO. or VIN: _____ EST. VALUE: _____

CONDITION OF EQUIPMENT:

_____ New _____ Good _____ Poor
_____ Other: _____

RESTRICTION: _____

(Set by Donor: e.g., scholarship, building fund, etc.)

USED FOR: _____

(Department or Program)

DONOR NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

Completed by: _____ Date: _____

Administrator signature _____ Date _____

**RETURN TO VP BUSINESS SERVICES OR TO THE FOUNDATION
(To be keyed into Workflow)**

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Purchasing Department Use Only:

Posted By: _____ Date: _____