

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ACCEPTANCE OF GIFTS AND DONATIONS**

**POLICY 3280**  
**ADOPTED: 01/22/91**  
**AMENDED: 02/19/02**  
**AMENDED: 12/20/16**

Prior to accepting a gift or donation, the department(s) of the College affected will establish its usefulness, space allotment, facility modification needed, and operating costs, if any, to Triton College.

Before accepting a gift or donation, an Intent to Donate form must be signed by the appropriate administrator.

Upon receipt of the Intent to Donate form, the College President will decide to accept or not to accept the gift or donation. The Triton College Foundation will formally thank the donor on behalf of the President, the Board of Trustees and the College.

All donations should go through and only come to the College from the Foundation.

The value of any non-monetary donation shall be established only by the donor.