



SOUTH TEXAS COLLEGE

Departmental Accounting Report of Donations

DONOR INFORMATION

Name of Donor _____
Donation Date

Address EMPLOYEE RECEIVING DONATION

City, State, Zip _____
Name of South Texas College Employee

Telephone Number _____
Campus

Name of Donor's Contact _____
Telephone Number

Title _____
Program/Department Organization Name and Number

Item(s) Contributed

Description

Goods and services provided in exchange for the contribution:

- No goods or services were provided by STC in return for the contribution.
 Description and good faith estimate of the goods or service that STC provided in return for the contribution:
 Description: _____

Source of Gift (check one):

- Alumni/Friend Faculty/Staff Corporation/Business
 Other Source _____

Purpose of Gift (check one):

- Cash Equipment (Inv.# _____)
 Academic Faculty & Staff Compensation
 Public Service Property, Building & Equipment
 Library Operation & Maintenance of Physical Plant
 Endowment and Similar Funds - - Unrestricted Income
 Endowment and Similar Funds - - Restricted Income Loan Funds
 Other _____

Value of donation as estimated by donor \$ _____

For any property donated worth \$5,000.00 or more, the donor must obtain a formal appraisal from a qualified appraiser, per IRS publication 561 "Determining the Value of Donated Property".

Does this gift require operation and maintenance cost? Y N

If yes, what organization will cover the cost? _____

NOTE:

Please attach an acknowledgement letter for the President's signature. Submit a copy of the letter along with original Departmental Accounting Report of Donations form to the Business Office.

Checks must be deposited within 7 days of date of collection. (Texas Education Code § 51.003 (b))

Acceptance of gifts and bequests must be per Board Policy 5910

Employee Signature

Title

Business Office Use Only
Fund _____
Organization _____
Account _____
Program _____

Approval
Financial Manager _____ Title _____
President _____
Board of Trustees (If applicable) _____

Distribution:

- Original - Business Office Copy 1 - President Copy 2 - Inventory Control Copy 3 - Department File