

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 6.5.1**

<b>Title:</b> Donated Equipment and Supplies	
Originated by: Mark Claussen, MATC Foundation Director	
Signature	Date
Approved by: Dr. Robert Edleston, President	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:** All equipment and supplies (new or used) donated to Manhattan Area Technical College, whether at the program level or institutional level, must be processed through the MATC Foundation and accepted by the MATC Board of Directors.

**Rationale:** If a gift will benefit the College in furthering its mission, it is then related to the purpose of the Foundation and College in regards to maintaining 501(c) 3 recognition.

Definition of a gift: New or used products, equipment, supplies, or facilities are gifts. Other tangible gifts include real estate and financial resources. Intangible gifts include services, time, stock, and bonds.

**Procedure:** Accepting the gift:

1. Guidelines to determine if accepting the gift is in the best interest of the College.
  - a. Does the gift support the organizations mission?
  - b. Does the gift come with encumbrances such as taxes, liens, liability issues, or specific extra costs to make it useable?
  - c. Does the gift require the Foundation to accept restrictions or obligations that are not in the best interest of the College?
  - d. Will accepting the gift cost more than what the gift is worth?
  - e. Could the gift create community relation difficulties or impact the college negatively?

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2. Employees may accept the gift for the college with the restriction that final approval is the responsibility of the Manhattan Area Technical College Foundation. Employees are not allowed to state a dollar value of the gift but only recognize that the gift was made. The donor is responsible for monetary value determination. A dollar value for internal purposes only, will be assigned to the gift by the Foundation. The Foundation is neither legal counsel nor a tax accountant, so it is necessary to make sure to not state a value to the donor for legal reasons.
  - a. A Gift In-Kind form is to be filled out and signed by the donor.
  - b. The donor must be informed that for any gift over \$500.00 requires an IRS form 8283 will be required when filing taxes.
  - c. The donor is to be informed as soon as final approval is made and a gift in-kind form is received, a receipt will be issued for the gift.
  
3. Information about and description of gift:
  - a. Stated dollar value, if given (for internal purposes only).
  - b. Written description of the gift including model number and serial number, if available, title and VIN if donation is a vehicle or heavy equipment (tractor, dirt moving equipment, trailer)
  - c. Department for which the gift is designated, if any.
  - d. Intended use of gift by the program or college, if any.