

EvCC2300P: DONATIONS PROCEDURE

Original Date: January 8, 2019

Policy Contact: Vice President of Finance

PROCEDURE

Departments that have been contacted by a donor wishing to make an in-kind donation must understand this process involves several areas of the college and can take time. Departments must adhere to the following steps:

Cash or Cash-like Donation

1. Donors wanting to make a financial contribution will be routed to the EvCC Foundation for processing and acceptance.

Equipment or tangible item donation

1. Obtain information from the donor on needed maintenance, possible costs to upgrade facilities to support the item, risk implications, value, make, model, year, etc.
2. Obtain approval for the donation from the supervisor of the area where the donation will be received.
3. Notify the EvCC Executive Leadership Team (LT). LT will also consider maintenance cost, possible costs to upgrade facilities to support the item, tax and risk implications, value, etc. After being reviewed, the LT will make the decision about whether the transfer will be completed, and Logistics Operations will be notified about the decision.
 - a. *Depending upon the item's value, if an independent appraisal is needed, it will be completed at this time. This will be determined by the leaders of the EvCC Foundation and the Finance Department at EvCC.
4. If the donation is equipment, the department must complete the [Equipment Request Form](#) and obtain approval prior to proceeding.
5. Ask the donor if they would like a tax receipt for the donated items.
 - a. If the donor wants a tax receipt, the donation should be officially reviewed and received through the EvCC Foundation.
6. If the donor does not want a tax receipt, the donation should be reviewed and received through the EvCC department for which the donation was intended.
7. Notify Logistics Operations of any donations via email to logistics@everettcc.edu, either from the EvCC Foundation or the department officially receiving the donation(s).
 - a. The email must contain the following information for all donated item(s):
 - i. A list of the item(s) being donated and the individual value* of the item(s).
 - ii. Name of the organization that donated the item(s), if applicable
 - iii. Name of the contact within the organization and donor contact information
 - iv. Name of the department the item(s) are being donated to
 - v. Name of the EvCC contact
 - vi. Where the item(s) are to be physically located (building and room number)
 - vii. Scans of any accompanying or supporting documentation for the item(s) being donated

After this process is followed, a determination will be made if the item(s) will be assigned a state inventory tag and added to the inventory tracking databases. Inventory tracking will be updated as required. Departments will be advised if more information is needed.

RELEVANT LAWS AND OTHER RELATED INFORMATION

[WA SBCTC Accounting Manual](#)

[State Administrative & Accounting Manual \(OFM\)](#)

REVISION HISTORY

Original Date: January 8, 2019

Revised Date: October 15, 2025

APPROVED BY

Executive Leadership Team