

Los Angeles City College Administrative Services "How To" Book	Donation Or Loan of Educational Materials	VII
		B-7-1
Donation or Loan of Educational Materials Form -Instructions		

**DONATION OR LOAN OF EDUCATIONAL MATERIALS
INSTRUCTIONS**

This form is to be used only for donations and loans of equipment supplies and monies for educational purposes. LOAN OF ARTWORK FOR EXHIBIT AND PLACEMENT OF NECESSARY INSURANCE ARE SECURED THROUGH REQUESTS FOR CONTRACT (RFC)

DONATIONS OF MONIES

Complete all relevant information on the front of this form.
Attach the check made payable (endorsed) to the Los Angeles Community College District. Attach an original NF-12 designating the account to which the monies are to be deposited.

DONATIONS OF EQUIPMENT OR SUPPLIES

Complete all items on the front of the form enter N/A wherever applicable.
All donations of equipment require review and approval of the Building and Grounds Administrator (**Associate Vice President of Administration**) and the Vice President of Administration prior to transmittal of the loan/donation by the Business Operations Branch for acceptance by the Board.

NOTE: ALL LOANS REQUIRE THAT THE LENDER SIGN THIS FORM AS EVIDENCE OF HIS/HER ACCEPTANCE OF THE DISTRICT S INSURANCE PROVISIONS

Completed Form is submitted to the Campus Purchasing Department. If approved, a copy is sent to the initiator to arrange donation; Receiving Department, to facility the receipt of the donated item; and the original copy is sent to the **Business Services, 3rd. Floor, LACCD District Office** for further processing and Board approval if applicable.