

DONATION OR LOAN OF EDUCATIONAL MATERIALS

SEE REVERSE SIDE FOR INSTRUCTIONS

CHECK ONE:

DONATION _____

LOAN _____

COLLEGE/DIVISION _____

DATE _____

INITIATOR _____

PHONE _____

DONOR/LENDER INFORMATION (See instructions on the reverse side.)

LEGAL NAME OF DONOR/LENDER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON TO CONTACT _____ PHONE _____

DESCRIPTION

Please include quantities, and make/model/ serial number, whenever appropriate. Describe each donation/loan in full. Attach a separate sheet, if necessary.

EXPLAIN HOW ITEM(S) WILL BE UTILIZED IN THE EDUCATIONAL PROGRAM (Be specific.)

ANSWER ALL QUESTIONS REGARDING THE ITEMS DESCRIBED ABOVE

Age of Item** _____ years Present value** \$ _____

where is/are the item(s) presently located? _____

Is/are the item(s) disconnected and ready to move? _____

Delivery or pick-up date: _____ By whom? _____

Return date for the loan: _____ By whom? _____

**PER DECLARATION OF DONOR/LENDER

<u>EXPENSE TO THE DISTRICT:</u>	<u>AMOUNT</u>
Transportation to and from the College	_____
Installation & Building modifications	_____
Secondary A&I (additional lighting, ventilation, et.	_____
Utility Connections Required	_____
Repair and/or Modification Costs	_____
Estimated Annual Energy Costs	_____
Other: _____	_____
TOTAL EXPENSE TO THE DISTRICT:	\$ _____

Building and Grounds Administrator

TO THE LENDER:

Loaned equipment is protected against fire under the District a insurance policy, subject to a deductible of \$100 000. Other physical loss is covered, subject to a deductible of \$100,000. As to liability actions (torts) the lender shall be responsible Any claim arising from use of such loaned items shall be the responsibility of the lender. The District insures only against its own negligence and shall be insures only against its responsible only for those losses covered by its insurance limits.

APPROVALS:

Vice President of Administration

Director of Business Operations

ACCEPTANCE OF THE DISTRICT'S INSURANCE PROVISIONS FOR LOANS:

Signature of Lender

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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 information not applicable.

All donations of equipment require review and approval of the Building and Grounds Administrator and the Vice President of Administration prior to transmittal of the loan/donation to 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

SEND COMPLETED FORM DIRECTLY TO:

BUSINESS SERVICES
3RD FLOOR
DISTRICT OFFICES