

Los Angeles City College Administrative Services "How To" Book	Other Miscellaneous Purchases	VII J-4
How Do I Accept Loan or Donation of Equipment or Educational Materials?		

A. Brief Description

The Board of Trustees will accept any donation or loan of personal property, educational materials or equipment to support an educational program or operating function of the LACCD. The donation or loan items must be in usable condition and meet the requisite safety and other standard requirements.

B. How To

1. Prior to giving any consideration to a donated or loaned property for the use by the District, the following evaluation must be made and found favorable to the college:
 - a) How will the property be used in the educational program or in the operation of the location?
 - b) Is the property in good usable condition?
 - c) What would be the cost of repairs or modifications required to render the property usable? Is the repair cost immaterial? Do additional components need to be purchased for the property to be functional or usable?
 - d) What installation and maintenance costs are involved?
 - e) Does the property meet current safety, environmental, educational or other applicable standards?
 - f) Is the donor attaching any conditions to the donation?

2. If the loaned or donated equipment or personal property is to be connected to the local area network or the district-wide network, prior inspection must be made and approved by the Information Technology Department.

3. If the loaned or donated equipment or personal property is to be used for facilities operations, prior inspection and approval must be made by the Facilities Department.

4. After the inspection of the donated or loaned equipment, personal property or educational materials, the Donation or Loan of Educational Materials Form [(Section VII-A-7) www.lacitycollege.edu] must be completed by the donor/loaner or authorized representative. The instructions for completing the form can be found in Section VII-B-7-1 and a sample form can be found in Section VII-B-7-2.

5. The completed Donation or Loan of Educational Materials Form must be approved by the Vice President of Administration.
6. The form is then forwarded to the College President for consideration and subsequent signature of approval.
7. Upon approval by the College President, the College takes possession of the personal property or equipment.
8. The Procurement Specialist forwards the Donation or Loan of Educational Materials Form (accompanied by any other legal documents) to the Board of Trustees for ratification. The ratification by the Board must be made within sixty (60) days from the date of acceptance of the loan or donation.
9. Upon ratification of the transaction by the Board of Trustees, the College President or designee sends an official letter of confirmation and appreciation to the donor or loaner.
10. If there is any legal condition established by the donor or loaner, the conditions must be submitted to the Office of General Counsel for review and acceptance by the campus or District.
11. The donated property, upon acceptance, is sent to the Receiving Department for appropriate tagging.
12. The property or equipment is maintained in accordance to the donor's or loaner's terms and conditions.
13. The records of loan and donation are maintained by the Vice President of Administration. The College Procurement Specialist maintains the approved original form (Donation or Loan of Educational Materials).
14. Donations of cash and cash equivalents are processed in the same manner, except that there is no physical inventory to be received by the Receiving Department. Offers of loans of cash and cash equivalents must be submitted to the Office of the Vice President of Administration for consideration.
15. Any donation accepted without the requisite approvals from the college President and Vice President may be denied and any costs associated with such donated property for storage or disposal will be charged to the initiator's department or the initiator may be held personally liable for such costs.