



DONATIONS OF EQUIPMENT TO THE COLLEGE

Faculty/Staff frequently search for, locate and facilitate the donation of much needed equipment from generous companies and individuals.

Prior to accepting donations of equipment, however, it is important that the college assess what is being offered, in order to determine its ability to support and maintain the equipment, locate an appropriate site for placement and to ensure that it appropriately benefits the educational process or strategic direction of the college..

Three attachments are provided to assist you as you consider equipment being offered as a gift.

*Attachment (a): Equipment Donation Checklist—Completed by faculty/staff member
Used for guiding faculty/staff members through the process of ensuring appropriate and important questions are asked when either (a) seeking out donations of equipment, or (b) prior to initiating acceptance of equipment by the foundation.*

*Attachment (b): Donation Acceptance Form—Filled out by faculty/staff member, forwarded for appropriate signatures, completed form sent to Institutional Advancement Office
Used to ensure Academic and Administrative oversight and approval prior to decision to accept equipment.*

*Attachment (c): Donation Agreement—Completed by Institutional Advancement Office
Recommended template to use for finalizing the agreement to accept donated equipment. Note that it is the QCC Foundation, and not the college, that enters into this agreement. The Vice President of Institutional Advancement serves as a member of the QCC Foundation Board, and can sign the agreement on behalf of the QCC Foundation.*

****Please note that the QCC Foundation must transfer gifts to the college (the college cannot receive gifts directly), and that the Board of Trustees must approve all transfers of gifts to the college valued at \$10,000 or more. In addition, vendor services required for installation, etc. that exceed \$5,000, must either be bid, or the vendor must be on an approved group purchasing contract.**

Equipment Donation Checklist

(Please utilize the following questions when speaking with a potential equipment donor)

- Is the equipment in working order?
 - Yes
 - No
- Does the equipment require any repair to be functional?
 - Yes
 - No
- Is the equipment to be provided in pieces that need to be built and installed, or does it come as a whole unit?
 - Pieces
 - Unit
- Will be equipment come with an instruction manual and maintenance schedule?
 - Yes -- instruction manual / maintenance schedule
 - No -- instruction manual / maintenance schedule
- What electrical, gas or other power is required for operation?
 - _____
- Can the equipment be delivered, or does the college need to pick up?
 - Delivered to college by company
 - To be picked up by college
- Can an estimated value of each piece of equipment be provided?
 - Yes
 - No
- Does the equipment need any additional equipment in order to function properly?
 - Yes
 - No
- Does the equipment need a network connection?
 - Yes
 - No

Note:

- 1) *All potential donations of IT equipment must first be evaluated by IT staff. Please contact Ken Dwyer at extension 4579.*
- 2) *A detailed list of items being donated, must be provided by the donor.*
- 3) *An agreement to accept an equipment donation from a company cannot be made on behalf of the college or QCC Foundation solely by a faculty/staff member.*
- 4) *The company and the QCC Foundation must sign a “Donation Agreement” prior to the final release of donated equipment to the college. This Agreement must accompany the equipment arriving on campus. Please note that, by law, the college cannot sign any agreement which contains an “Indemnity Clause” which holds harmless another party.*

Equipment Donation Acceptance Form

A. Name & address of company offering donation of equipment:

B. Equipment being offered to the college (including identifying information such as Part # and/or Serial #:

C. Estimated value of equipment: _____

- *If valued at \$1,000 or more, or if IT related, I will contact Karole Hager in Auxiliary Services at extension 2720 to arrange for the inventory of items arriving on campus.*

D. Arrangements will be made to have Facilities pre-inspect the equipment's power requirements, prior to final acceptance of the donation.

- *I will contact Jim Racki, Facilities Electrician, at extension 7496.*

E. Delivery or pickup of equipment will be arranged.

- *The cost of hiring a moving company may need to be budgeted. Facilities can assist in getting a move set-up, but it is the cost center head's responsibility to provide funds to support the cost of a move. I will contact the Facilities HelpDesk at extension 7400 if a move is required.*

F. Equipment is to be installed at the following campus location (Building & Room #):

- *I will contact Luis Fontanez Jr in Central Receiving at extension 2747 when a campus delivery date is established. If the donor will be making the delivery to the campus, I will also notify Public Safety at extension 4221.*
- *I will contact the Facilities Help Desk to arrange for assistance in installing the equipment, and understand that, if special technical skills are required for installation, a service vendor may need to be contracted at the cost center head's expense.*
- *The location for the donated equipment has been pre-approved by _____, who has determined that the space is appropriate based upon room dimensions, power capability, sound, instructional space, and other room use requirements.*

G. Equipment maintenance needs have been determined, and the annual cost of maintenance will be accounted for in my budget.

- *If I am not a cost center head, this expense has been pre-approved by my Instructional Dean: _____.*

Submitted By: _____ **Date:** _____

Approved by:

Immediate Supervisor: _____

Area Vice President: _____

Vice President of Administrative Services: _____

Draft Donation Agreement

AGREEMENT between *Company and Company Address* (hereinafter “*Company*”) and **Quinsigamond Community College Foundation**, 670 West Boylston St., Box 58, Worcester, MA 01606 (hereinafter “QCC Foundation”).

1. *Company* agrees to donate the following equipment to QCC Foundation:
 - a. *Item Name, Identifying Information such as Part # or Serial #, and estimated value.*
 - b. *Item Name, Identifying Information such as Part # or Serial #, and estimated value.*
 - c. *Item Name, Identifying Information such as Part # or Serial #, and estimated value.*
 - d. *Item Name, Identifying Information such as Part # or Serial #, and estimated value.*
2. QCC Foundation acknowledges and agrees that *Company* is providing the donated equipment “As Is”, and that *Company* makes no representations or warranties concerning the equipment.
3. QCC Foundation represents that it is a 501(c)(3) organization.
4. The terms and conditions set forth herein comprise the entire agreement between the parties and may only be modified in writing.

IN WITNESS WHEREOF, the parties have caused this Donation Agreement to be executed by their duly authorized representatives.

QUINSIGAMOND COMMUNITY COLLEGE FOUNDATION

COMPANY

By: _____

By: _____

(Print Name)

(Print Name)

Title: _____

Title: _____

Date: _____

Date: _____