



MONETARY GIFTS AND GRANT RECEIPT FORM 8020-4-02

This form must be completed and approvals obtained BEFORE monetary gift or grant is received.

ITEM: _____ DATE: _____

NTC CONTACT PERSON: _____ DEPT: _____

DONOR CONTACT: _____ PHONE # _____

COMPANY: _____

VALUE OF MONETARY GIFT OF GRANT \$ _____

Policy: Prior to acceptance of any monetary gift or grant that requires institutional support, i.e., staff, financial assistance, etc., approval must be obtained from the individuals listed below. The determination of acceptance by either the College or the NTC Foundation will be indicated by the NTC Foundation Executive Director.

Procedure:

- (1) Monetary gifts or grants should be offered by the donor in writing. A full description should be included and attached to this form.
- (2) The division chair or equivalent would attach to this form a complete description of the monetary gift or grant and exactly how it will benefit the College and the obligation and costs the College and/or the NTC Foundation will have to bear by accepting the monetary gift or grant. A recommendation should be included as to whether the monetary gift or grant should be accepted.
- (3) Route this form through the appropriate individuals. Do not accept the monetary gift or grant until the Executive Director has signed this form.
- (4) The complete file, including this approval sheet and the date monetary gift or grant was received, must be sent to the NTC Foundation Office for processing.

<u>College Approval</u>	Accept	Refuse	Date	<u>Foundation Approval</u>	Accept	Refuse	Date
NTC Contact Person	_____	_____	_____		_____	_____	_____
Division Chair	_____	_____	_____	NTC Foundation Executive Director	_____	_____	_____
Dean	_____	_____	_____		_____	_____	_____

_____ Accepted by the College _____ Accepted by the NTC Foundation

NTC Foundation Office Use Only

Upon completion of request copies go to:

_____ NTC Contact Person	_____ NTC Foundation Office
_____ NTC Division Chair	
_____ NTC Dean	

Complete the Monetary Gift or Grant Acceptance Narrative on page 2 prior to submitting to the NTC Foundation Office.

The most current documentation is electronic, therefore please discard printed copy after 24 hours.		Print Date: 08/28/2009 2:08 P.M.	
Document Number: 8020-4-02	Rev.	Page 1 of 2	Level # 4
Title: Monetary Gift or Grant Receipt Form		Implementation Date: 5/09	

Monetary Gift or Grant Acceptance Narrative

Department must prepare a short narrative describing each of the following issues as they relate to the acceptance of a monetary gift or grant.

1. Provide a complete description of the monetary gift or grant.

2. What is the direct benefit provided to the College by this monetary gift or grant?

3. What expenses can be anticipated for on-going maintenance of monetary gift or grant-sponsored activities/functions, if any, required by the college pursuant to the acceptance of this monetary gift or grant and what account will be responsible for the expense?

4. Any other anticipated expenses related to the acceptance of this monetary gift or grant and what account will be responsible for the expense?

5. Is it your recommendation that the monetary gift or grant be accepted (include explanation)?

Form completed by: _____

SUBMIT COMPLETED FORM TO: NTC Foundation Office

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