**Mt. San Antonio College**1100 N. Grand Ave. ▪ Walnut, CA 91789 ▪ 909.594.5611

PROPOSED GIFTS AND DONATIONS TO MT. SAN ANTONIO COLLEGE DISTRICT

Gift Description (be specific, e.g. , brand names, function, model and year; attach extra page if needed):

Donor’s Stipulated Value (College does not appraise or place a value on donated or gifted items):

 $ Delivery to Campus? YES NO

Location of Item(s):

Is the Item Given with Conditions? YES NO

If Yes, list all Donor Condition: Attachment YES NO

Donor’s Name Date of Offer

Donor’s Address

Signature of Donor

**PLEASE PRINT NAME AND SIGN**

To be Completed by College:

1. Department/Area Receiving Gift or Donation

1. How Will the Gift Benefit the College?
2. What will be the Cost of Receiving and Maintaining the Gift?

Delivery: Maintenance: Installation:

Storage: Insurance: Other:

 Signature of Recommending Manager

**PLEASE PRINT NAME AND SIGN**

1. Board of Trustees Approval Date
2. Effective date of receipt (If different from Board approval date)