

OREGON INSTITUTE OF TECHNOLOGY

Donated Equipment

OIT-50-120

Equipment that is donated to Oregon Institute of Technology from individuals and corporations is essential to the success of the college. Donated equipment provides industry-related experience for students and allows limited equipment dollars to serve more departments. Favorable consideration is given to discounted offers and matching grants because of the leveraging effect on college resources. A coordinated effort is required in the following:

- solicitation of equipment,
- receiving donation(s),
- communicating the receipt of equipment,
- extending appreciation to donor(s),
- giving public recognition to donor(s),
- registering equipment for inventory, insurance, and location purposes,
- informing the campus of donation(s).

Procedure

In order to assure that donated equipment is properly handled, the following guidelines are appropriate:

1. When soliciting or receiving equipment, the process begins with the involved faculty and/or Dean of the school contacting the Institutional Advancement Office.
2. When a donation is offered to OIT, it should be evaluated for:
 - appropriateness,
 - assessment of ongoing maintenance costs,
 - value to the college.

The college is not in a position to accept property that is nonusable.

3. If a donation is given directly to the college without the knowledge of the Institutional Advancement Office, the Vice President for Finance and Administration should be informed. The Institutional Advancement Office should also be made aware of the donation to prevent a duplication of equipment solicitation and fund-raising efforts with the same individual or corporation.
4. Upon receipt of property, Receiving and Delivery will assure that the donated equipment has arrived in good condition. If it is damaged, a claim will be filed with the shipper and the donor notified.

5. The department receiving donated equipment will provide the Director of Business Affairs and the Director of Institutional Advancement with the following:

- equipment description,
- serial and model number,
- value,
- number of pieces donated,
- where the donated equipment will be located,
- how the donated equipment will be used,
- campus contact person.

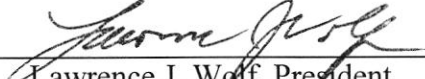
The Director of Business Affairs will notify the Property Control Manager who will place the donation on inventory for insurance purposes.

6. The Office of Institutional Advancement will officially recognize the donation. It may also be appropriate for the President, Vice President for Finance and Administration, and Department Chairs to thank the donor(s). After the equipment has been incorporated into the classroom or laboratory, it is appropriate for the department to thank the donor(s) a second time, explaining how the equipment is being utilized.
7. The Office of Institutional Advancement will send a copy of the donation information to the Public Affairs Office. The Public Affairs Office will notify the campus about the donation and create news releases giving public credit to the donor and the recipients of the equipment.
8. Companies who request the completion of tax or other forms for deduction purposes should send these forms to the Director of Business Affairs or the Vice President for Finance and Administration, both of whom possess information such as tax ID numbers and tax exempt language. The state of Oregon, including OIT, will not appraise donations or write receipts to donors indicating the value of donated item(s). However, upon request, the Office of Institutional Advancement will provide documentation for tax purposes.
9. If an item is loaned rather than donated, the legal procedures are different and the Director of Business Affairs or the Vice President for Finance and Administration should be contacted.

Donated Equipment
OIT-50-120
Page 3

Recommended by:

Faculty Senate – 2/4/93
President's Council – 2/15/93

Approved: 
Lawrence J. Wolf, President

Date: February 19, 1993