

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 4.1.4.1  
Related Policy: 4.1.4  
Title: Donations to the College  
Responsibility: Procurement Manager

Original Approval Date: 08-01-1994  
Last Cabinet Review: 11-29-2023  
Last Revision: 11-29-2023

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President

Occasionally, businesses, industries or individuals offer to donate goods and/or services to the College. The decision to accept the donation is specifically reserved to the President, as the designee of the Area Commission. The specific procedures to be followed are:

1. All offers for donations of goods or services should be forwarded to the President's Office.
2. If the offer is accepted, the President will send a letter of acknowledgement to the donor. A copy of the letter will be sent to the Vice President of Finance and Administration.
3. If the donation includes equipment with a potential value of \$5,000 or greater, it will require an inventory identification tag. The department head receiving the donation should send this value to the President, Procurement Manager, and our Foundation President. The Procurement manager will ensure that the equipment gets input in the College inventory system and Accounting is notified of the receipt.
2. The President may request that the Horry-Georgetown Technical College Foundation provide recognition for the donation.