
Gift Acceptance Process

Procedure No.:	7000-PR1
Policy Reference:	7000
Category:	BCIT Foundation
Department Responsible:	BCIT Foundation
Current Approved Date:	2012 Feb 07

Objectives

This procedure applies directly to Policy 7000, Gift Acceptance. This procedure describes the process required for BCIT employees to follow when accepting gifts offered to BCIT.

Who Does This Procedure Apply To?

This procedure applies to BCIT employees.

General

1. Governance

Policy 7000, Gift Acceptance, governs all assets donated to BCIT.

2. Ownership of Donated Property

Donations are considered to be the property of BCIT even though an employee may have been a primary contact for the donation.

3. Reporting Requirements

All donated assets valued at \$1,000 or greater must be reported and recorded by the Institute. It is a violation of the Gift Acceptance policy and procedures for a school or department to receive a donated asset and fail to report it to the Institute.

4. Determination of Appraisal Requirement

- a) The Operations Manager of the recipient school or department determines whether the donated asset is a "capital asset." Capital assets must be tagged as such. The Institute records capital assets as inventory, and follows policy and procedures set out for capital assets. (Contact the Manager of Capital Assets in Financial Services for more information on determining what qualifies as a capital asset).
- b) BCIT requires the appraisal of all new donated assets (capital or other) with a cumulative value of \$1,000 or greater, that are not accompanied by a vendor's invoice or sales receipt.
- c) BCIT requires the appraisal of all used donated assets (capital or other) with a cumulative value of \$1,000 or greater.
- d) A school or department may accept donated assets (capital and other) of a value less than \$1,000 (including cumulative value); however, such assets:
 - i. Do not require completion of a Gift Acceptance Form (GAF);
 - ii. Will not be valued for inventory (if capital) by the Institute;
 - iii. Will not be recorded or receipted (tax or business) by the Foundation.

Contact the BCIT Foundation for any questions regarding gift appraisals and valuation. Supply Management or the BCIT Foundation can advise on the BCIT-approved appraiser contact.

Responsibilities

1. Responsibility for accepting a gift

The *intention* to accept or reject donated assets is the responsibility of the school or department benefiting from the gift (the program area takes full responsibility for all donated assets accepted). The school/department ensures compliance with BCIT Gift Acceptance and related policies.

2. Responsibility for costs associated with donated asset

The school or department benefitting from a donated asset is responsible for the cost of the appraisal services and any other associated expenses such as maintenance, disposal, installation, renovation, transportation, etc. In the case of software, any ongoing service agreement and maintenance costs are the responsibility of the school/department or must be negotiated and agreed to with IT Services before accepting the gift.

The Manager of Capital Assets in Financial Services provides information on the process and requirements for the sale of the donated items.

3. Responsibility for Financial Reporting and Donor Relationships

BCIT Foundation is responsible for the following:

- a) Tracking and reporting on all donated assets and revenue to the Institute
- b) Providing tax or business receipts when and where applicable
- c) Providing donor stewardship and recognition of donated assets to the Institute
- d) Reporting to the donor on use of their donated asset
- e) Reporting on donated assets to Financial Services, BCIT Board of Governors, and Foundation Board

Procedure

1. Donor/Contact Person

Once the School/Department has decided on its intention to accept a donated asset, the contact (individual who has contact with the donor) undertakes the following:

- a) Informs their respective operations manager of the intention to accept a gift.
- b) Completes a Gift Acceptance form (GAF). This form is posted on the BCIT website under Institute Policies – Foundation and Industry Liaison.
- c) Ensures that all required approvals are received. Final gift approval is received from the dean, director, or designate of the school or department receiving the gift. If final approval is not received, the contact, in consultation with the BCIT Foundation advises the donor of BCIT's decision not to accept the gift.
- d) Forwards the completed GAF to their respective operations manager.

2. Department Operations Manager

When the operations manager has received the completed and approved GAF from the school/department contact, they have the following responsibility:

- a) Arranges for an independent appraisal if required (see appraisal requirements) via BCIT's approved appraiser
- b) Forwards a copy of the completed GAF and appraisal (including inventory list if applicable) to Logistics and coordinates receiving of the donated asset
- c) Advises the BCIT Foundation Coordinator of the donated asset and forwards the Foundation a copy of the completed GAF and appraisal (including inventory list if applicable)
- d) Maintains copies of all documentation

Procedure

3. The Logistics Department

The Logistics Department has the following responsibilities:

- a) Receives all donated assets for the Institute. All donated assets to BCIT are delivered to the Receiving Department at Burnaby or ATC campus. In cases where it is not possible to deliver the donated asset to the Burnaby Logistics Department, (due to size or type of asset, etc.), the school/department coordinates receiving and asset-tagging with the Logistics Department.
- b) Asset-tags all donated capital assets received.
- c) Records the asset tag on the GAF form or inventory list if provided.
- d) For tagged capital assets, Receiving forwards a copy of the GAF form or inventory list with asset tags to Financial Services, Manager of Capital Assets for update in the appropriate system.
- e) Advises the BCIT Foundation Coordinator via email that the donated asset has arrived. The email includes a brief description of what was received, date received, and the school/department contact person for the donated asset.
- f) Forwards to the Foundation all documents (e.g., customs papers) that arrive with the donated assets.

Forms Associated With This Procedure

Gift Acceptance

Amendment History

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| 1. | Created | 2011 Feb 23 |
| 2. | Revision 1 | 2012 Feb 07 |