

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **GIFTS AND DONATIONS (AP-018)**

Contact: Foundation Office, Ext. 7292; also see: www.roguecc.edu/purchasing

Employees should discourage individual students, classes or vendors of RCC from giving them personal gifts -- especially employees in decision-making and student grading roles (see related Board Policy, V.B.030, Gifts and Donations).

Gifts - According to ORS 244.025(3), RCC employees are restricted from accepting personal gift(s) with an aggregate value in excess of \$50 from any source during any calendar year. This includes: meals, money, supplies, personal items, travel, and samples of products.

Any gift(s) received from a vendor should be utilized in the best interest of the College. Gifts over \$50 *must* be forwarded to the purchasing office. The purchasing office will distribute the items based on the best interest of College operations.

Donations - The donations procedure protects the College from potential liability, provides an opportunity to adequately thank community supporters, to accurately organize and record donations for audit purposes, and to simplify the matter.

Prior to acceptance, ALL donations must be checked against the *RCC Donation Checklist*, at the Website referenced above. Donations valued at under \$250 can be accepted at the discretion of the department recipient. Prior to accepting any donations, please complete the *Donation Checklist*, and have it signed by the appropriate dean.

Once accepted and received, please send a thank you letter to the organization and/or individual, with a copy to the Foundation.

Any donations valued at \$250 or more must be handled through the Foundation, please contact the Foundation office (above).

Approved: 08/26/01
Revised: 11/16/04
Revised: 12/10/07
Revised: 01/13/09

AP-018