

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: 10/06/2021
Last Revision: 01-24-2018

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. If the donation includes equipment requiring inventory identification, a copy of the letter will be sent to the Vice President of Finance and Administration.
3. The President may request that the Horry-Georgetown Technical College Foundation provide recognition for the donation. If the donation includes equipment, the President may request that the Foundation include the items on the Foundation inventory.