

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: 01-24-2018  
Last Revision: 01-24-2018

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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. 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.