



**SUNY ERIE-ECC FOUNDATION, INC.,
IN KIND DONATION**

Step 1 - Donor: _____ Today's Date:_____

Address:_____

City:_____ State_____ Zip_____

Phone:_____

Contact Person_____ E-mail_____

ITEM DONATED:_____

ITEM VALUE:_____ New Merchandise Used Merchandise

GIFT VALUE OVER \$5,000

A certified appraisal document for used merchandise/equipment or catalog pricing for new merchandise/equipment is required.

FACULTY/STAFF CONTACT NAME:_____

DEPARTMENT:_____

PHONE:_____ E-MAIL_____

STEP 2 - Send this completed form & any supporting documents to the Foundation Office. **DATE REVIEWED & FORWARDED TO BOT:** _____

STEP 3 - **BOARD APPROVAL DATE:** _____

No equipment may be delivered to SUNY Erie College until approval of the donation has been given by the SUNY Erie Board of Trustees.

STEP 4 - **DELIVERY DATE:** _____

PHOTO PROOF OF DELIVERED ITEMS MUST BE SENT TO FOUNDATION BEFORE DONATION LETTER WILL BE SENT TO DONOR.

121 Ellicott St., Room 201 * (716) 851-1992 * Fax No. (716) 270-4418 * Email: fcongengo@ecc.edu
REVISED 02/2018