

GIFTS AND NON-CASH DONATIONS

It is the policy of Auburn University that individuals are not to accept gifts or donations of non-cash items without prior approval of the President. If a person or company wishes to donate items, please provide Administrative Services with specific details including the name and address of donor, description, expected use, condition and the estimated market value of the item. Approval will be requested and you will be notified when it has been granted.

A letter should also be submitted to Administrative Services through the Associate Director, Rural and Traditional Programs from the donor stating that the University is given ownership of gift(s) without present or future obligations. In other words, with “no strings” attached.

After official approval, Administrative Services will complete the appropriate paperwork to add the donated item to the Alabama Cooperative Extension System inventory. Property Control will tag the equipment or furniture (or send the Property Control sticker to the county location for them to put on the donated item) and add the donated item to the inventory records for the specific location.