

GLENDALE COMMUNITY COLLEGE DISTRICT

3820

ADMINISTRATIVE REGULATION

GIFTS, GRANTS AND BEQUESTS

- A. The Superintendent/President or designee may accept in the name of the District such gifts, grants, or bequests up to \$2,500 from a single source as are made to the District.
- B. The Superintendent/President or designee shall annually prepare a list of those gifts valued at \$2,500 or greater that he/she has accepted in the name of the District and shall present the list to the Board of Trustees for ratification. The Board may accept all gifts, donations and bequests of \$2,500 or more from a single source as are made to the District.
- C. Any items under consideration as a gift must first be recommended by the appropriate Vice President before the college accepts the gift.
- D. The criteria under which an appropriate vice president would make a recommendation are based on the goals of the district.
- E. Personal gifts to employees are not encouraged, but if they are received, the employee will be responsible for any income tax or legal reporting.

Reference:

- Education Code Section 72122

Adopted: 06/19/12