
Donations to NBCC - FAQ

The following FAQs are established to be a guide when anyone at New Brunswick Community College (NBCC) is working on donations of equipment, materials, or cash. Note that the individual who has the relationship with the donor will continue to work with the donor; Advancement will simply facilitate the process with agreements, recognition, and receipting.

1. A local company has called to offer a donation of materials or equipment to a program at my campus. What do I do next?

Call Advancement. We will work with you and the donor to determine whether or not you wish to accept the donation and get agreements signed, consider any costs associated with the donation and recognize the donor's gift.

2. ABC Company has dropped off the donation of equipment before any agreements have been signed. What now?

Call Advancement. We will work to ensure the proper agreements are signed which absolve liability and protect both the donor and NBCC. ** Donations of equipment and materials should not be accepted by any campus until agreements have been signed.

3. A company has made an offer of a donation but I'm not sure if it is something our campus needs or wants. What do I do next?

Call Advancement. We will work with you to determine if the donation is worth accepting and if not, how to decline the offer.

4. A donor had offered to donate a small item valued at \$75 and is requesting a receipt. How should I proceed?

NBCC's Finance Department will only issue receipts for donations of property valued at over \$100. Items valued between \$100 and \$1,000 can be appraised internally with a signature from the Academic Chair (or designate). Any item valued at over \$1,000 requires an external, independent (third party) appraisal. See [Appraisals and Receipting of Capital Donations to NBCC \(3000.5122\)](#)

5. We have an offer of a donation of equipment worth \$4,000 but the donor wants a receipt. How do I proceed?

NBCC's Finance Department requires an internal appraisal to a receipt between \$100 and \$1,000. Any item over \$1,000 must have an external, independent (third party) appraisal.

6. My donation of equipment is worth \$20,000 and the donor does not want a receipt. How do I proceed?

Regardless of whether the donor wants a receipt, NBCC's Finance Department requires an appraisal for internal recording purposes.

7. Who pays if there is a cost for the appraisal?

The department accepting the donation and/or requesting the receipt is responsible for any cost associated with appraisals.

8. Do I need more than one appraisal for high valued items?

NBCC's Finance Department requires only one appraisal whether or not a receipt is required.

9. What if my item is unique and I cannot get an appraisal?

Whenever an appraisal cannot be obtained, it is important that the process (i.e. steps) taken to obtain an appraisal be documented and recorded for reference by auditors if required.

10. I have an opportunity to get a large piece of equipment donated to my program but there is a cost to re-locate it to my campus. Who pays transportation costs associated with a donation?

The department accepting the donation is responsible for any transportation costs associated with a donation of equipment. Prior to agreeing to accept the donation, the department, in conjunction with Advancement, will determine if there will be additional cost associated with accepting any donation and if the cost will prohibit accepting the donation.

11. A donor is interested in making a one-time donation for a student award at my campus. What's next?

Call Advancement. We will work with the donor on the process involved in making a one-time award.

12. A donor is interested in establishing a long-term scholarship/bursary fund with NBCC. How should I proceed?

Call Advancement. We will work with the donor to establish a fund with the NBCC Foundation.