

**NAUGATUCK VALLEY COMMUNITY COLLEGE
RECORD OF GIFTS AND DONATIONS OF ART TO NAUGATUCK VALLEY COMMUNITY COLLEGE**

Mail, Fax or PDF the entire package to: Receiving Department			
DEPARTMENT:			
BUILDING: FLOOR: ROOM #:			
ACQUIRED FROM:		DONOR:	
INSTITUTION/COMPANY:			
ADDRESS:			
CITY:		STATE:	
COMPLETE THE FOLLOWING INFORMATION FOR GIFT/DONATION:			
TITLE OF ART WORK:			
MEDIUM:			
SIZE (H x W):			
NAME OF ARTIST:			
WEB ADDRESS:			
SERIES?: Yes: No:		IF YES: # FROM: NUMBER TO:	
FIRST TIME DONOR: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		DATE ART CREATED: SIGNATURE LOCATION:	
Consent to use art donation for official NVCC use: Yes: No:			
DATE ACQUIRED:		LOCATION (to be displayed):	
VALUE:		APPRAISED VALUE (Over \$5,000.):	
APPRAISAL INFORMATION: (Copy of Certified Appraisal must be attached for items with a value of \$5,000. or more)			
NAME OF APPRAISER:			
APPRAISAL COMPANY:			
CITY:		STATE:	
Signatures:		Date	
1. DONOR/ARTIST			
2. DEPARTMENT HEAD			
FURTHER			
<ol style="list-style-type: none"> 1. Include a copy of any relevant documents. 2. Item(s) become Institutional property and will not be available for transfer outside NVCC. 3. Please make a copy for your file and forward additional copies of the completed form to NVCC Foundation and Property/Asset Insurance Administrator. 			