

**NAUGATUCK VALLEY COMMUNITY COLLEGE**

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

<b>Mail, Fax or PDF the entire package to: RECEIVING DEPARTMENT</b>		
<b>DEPARTMENT:</b>		
<b>NAME:</b>		
<b>BUILDING:</b>	<b>FLOOR:</b>	<b>ROOM #:</b>
<b>ACQUIRED FROM:</b>	<b>DONOR:</b>	
<b>INSTITUTION/COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	
<b>COMPLETE THE FOLLOWING INFORMATION FOR GIFT/DONATION:</b>		
<b>DESCRIPTION:</b>		
<b>MAKE:</b>		
<b>SERIAL NUMBER:</b>		
<b>SIZE:</b>		
<b>OTHER PERTINENT INFORMATION:</b>		
<b>DATE ACQUIRED:</b>	<b>LOCATION:</b>	
<b>VALUE:</b>	<b>APPRAISED VALUE (Over \$5,000.):</b>	
<b>APPRAISAL INFORMATION: (Copy of Certified Appraisal must be attached for items with a value of \$5,000. or more)</b>		
<b>NAME OF APPRAISER:</b>		
<b>APPRAISAL COMPANY:</b>		
<b>CITY:</b>	<b>STATE:</b>	
<b>Signatures:</b>		<b>Date</b>
I. DEPARTMENT HEAD		
Printed Name - Mandatory		
<b>FURTHER INSTRUCTIONS</b>		
<ol style="list-style-type: none"> <li>1. Your Signature acknowledges that you are in compliance with all State of Connecticut &amp; NVCC Policies and Procedures regarding gifts.</li> <li>2. Include a copy of any relevant documents.</li> <li>3. Item(s) become Institutional property and will not be available for transfer outside NVCC.</li> <li>4. Please make a copy for your file and forward additional copies of the completed IC-1 to the NVCC Foundation.</li> </ol>		