

## GIFTS

## AR 1280

1. The Superintendent/President shall forward to the donor as soon as possible a notice of acceptance by the Board.
2. The notice shall be in substantially the following form:

*I am pleased to notify you that the Board of Trustees of the Cabrillo Community College District, pursuant to Section 72241 of the California Education Code and Board Policy 1280 accepts the (list gift or gifts) which you made on or about (date) to Cabrillo College.*

*On behalf of the Board and Cabrillo College, we express our gratitude to you for this gift (these gifts).*

3. A copy of the notice shall be kept on file by the Superintendent/President. If the gift is an item of equipment (as classified in the *Community College Accounting Manual*), an asset number shall be affixed to and reported on the copy.
4. The Superintendent/President shall submit a report of all gifts accepted by the Board at the close of the fiscal year.