DONATION ACCEPTANCE FORM

THIS DOCUMENT PROVIDES UNDERSTANDING AND DOCUMENTATION OF A DONATION TO LEE COLLEGE. THE DONOR ASSERTS THAT THE TITLE ON THE PROPERTY ADDRESSED IN THIS DOCUMENT IS CLEAR. LEE COLLEGE RESERVES THE RIGHT TO MAKE USE OF SAID DONATED PROPERTY IN THE MANNER DEEMED APPROPRIATE BY THE ADMINISTRATION OF THE COLLEGE. LEE COLLEGE DOES NOT PROVIDE, RENDER OR ASSESS ESTIMATES OF THE MARKET VALUE OF PROPERTY FOR DONORS.

DONOR SECTION

Must be completed by/for Donor for receipt and IRS purposes.

Last Name _____ First Name _____ Company Name (if corporate gift) _____

Mailing Address _____ Email _____

City _____ State _____ ZIP _____ Phone _____

Purpose of Donation _____

☐ **Unrestricted** ☐ **General Use by Specific Program/Class/Office**

☐ **Other: Provide Detailed Description** _____

_____

_____

Total Value of Donation $ _____ ☐ Cash ☐ Check #_____ ☐ Check Date _____/_____/_____

Description of Item Donated _____

Mailing Address of Credit Card _____

Street Address City State ZIP Code

Card Number _____ Security Code _____ Expiration Date _____/_____/_____

SIGNATURE:_____ Date:_____

Thank you for your gift! Please give this form to the college representative accepting your gift at the time it is donated. We appreciate your support. If you have any questions, please contact Selah Tacconi at stacconi@lee.edu or 281.425.6453.

Gift Designation _____

Acknowledgement letter & receipt mailed _____/_____/_____

APPROVAL:

Cabinet Officer / President: _____ Date: _____