

**Bossier Parish Community College**

**DONATION ACCEPTANCE REQUEST**

The Department of \_\_\_\_\_ requests the acceptance of

a donation of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_\_.

The donation is valued at \$ \_\_\_\_\_.

Purpose of Donation and costs associated with accepting the donation (such as licensing fees, maintenance contracts, installation charges, delivery charges):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Primary Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Administrative Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Property Control

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Grants and External Funding

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date