

# Rock Valley College

## Acceptance of Contributions RVC Administrative Procedure (2:10.100)

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### Purpose

The purpose of this procedure is to provide knowledge of the proper and required actions for accepting various forms of gifts, e.g., equipment, vehicles, airplanes, etc.

### Department and Primary Contact

RVC Foundation: Chief Development Officer

### Scope

These procedures apply to most all gifts to Rock Valley College.

### Responsibilities

The responsibilities of staff from the department receiving the donation, and for the Foundation are referred to in the sections below.

### Procedures

#### I. Cash and Financial Assets

Any gifts of cash, real estate, securities, life insurance, qualified plan, or IRA proceeds offered as a donation to the College should be donated through the Rock Valley College Foundation (the Foundation). Cash gifts can take the form of currency, check, money orders, or electronic transfer (for instance, in the form of a wire transfer to the Foundation's bank account, a verified credit card transaction, or direct payroll deduction).

The Foundation will gratefully acknowledge receipt of all donations. Gifts made anonymously shall be handled in such a way as to protect the donor's privacy.

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## II. Tangible Items (Excluding Vehicles/Aviation Items)

A gift of tangible property not otherwise described in this policy may be offered to any College or Foundation employee but must be reviewed and approved by the appropriate department directly impacted by the donation, along with Foundation approval, before the gift is accepted. For example, instructional equipment items would be reviewed by the appropriate Department Chair and the Foundation's Chief Development Officer before the gift is accepted by the Foundation.

### Acceptance and Delivery of Donated Items

The In-Kind Donation Form MUST be completed, approved, and submitted to the RVC Foundation Office **before any goods are delivered to any RVC campus site.**

Per the RVC Foundation, all in-kind donations (tangible items) must start with the completion of the In-Kind Donation Form regardless of whether or not the donor seeks a tax receipt. This form serves as a record for all in-kind donations and asset tracking needs of the College.

Submit completed form to the Administrative Assistant at the RVC Foundation.

Student Clubs and Organizations that would like to participate in fundraising activities or are in receipt of donations or anticipating donations, must first contact the Director of Student Life and Dean of Students Office, complete appropriate application(s) and receive approval.

### Documentation & Approvals

- The contact from the RVC department soliciting and/or receiving the donation is required to complete and sign the In-Kind Donation Form, as the Applicant.
- The Chairperson and the Dean of the Department also sign the form, after the Applicant signs. If there is no Chairperson, the Dean signs after the Applicant.
- **If the estimated value of the item(s) is at or above \$5,000.00 –** Approval is required by a member of the RVC Executive Leadership – please submit the form to the Vice President of your division for signature. The VP will take the information to the Cabinet for approval **before taking delivery of the donation.** **For an item with a value at \$10,000 or more:** Additional review or approval might be required – please check with the RVC Chief Development Officer.  
*\*The \$5,000 threshold is in accordance with the College's asset tracking threshold.*
- **The RVC contact/applicant needs to discuss with the donor the following information BEFORE completing the form and before the item is delivered**

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**to the College – in case the donor plans to have an appraisal done for IRS purposes.**

**Should the items being donated have an estimated value greater than \$5,000 (per one single item) and should the donor wish to claim this donation as a charitable gift, the donor will be required to obtain a “qualified appraisal” indicating the fair market value of the gift on a date no more than 60 days prior to the completion of the gift. This qualified appraisal must be submitted before the items may be gifted to the College.** In addition, upon the donor’s request, the Foundation can and will acknowledge the receipt of the gift on the donor’s IRS Form 8283, provided that if an appraisal is available, the value of the gift as reported on Form 8283 must not exceed the value of the interest donated to the College as determined by appraisal.

- Questions 1-5 and 8-12: Try to obtain that information from the donor.
- Questions 6-7 and 13: These answers are typically determined by the RVC faculty and staff that plan to use the items being donated.
- Question 14: This needs to be discussed with the person donating the item before the form is completed.

## Receipt

- The RVC Foundation Office will handle issuing a thank you letter + receipt for the donation, after all required actions have been fulfilled. Acknowledgements will be sent to the contact’s name listed on the In-Kind form, unless directed otherwise. If you have questions, please contact the Foundation Office at: 815.921.4500 or at RVC-Foundation@RockValleyCollege.edu

## Related Document

In-Kind Donation Form – available from the RVC Foundation Office.

## III. Vehicles / Aviation Items (airplanes, helicopters)

- *If the donation is from a business or an individual – Refer to the Tangible Items section above, plus the information below.*
- *If the donation is from an intergovernmental agency or entity – refer to both the Tangible Items section and the Intergovernmental Transfers section.*

Any motor vehicle, boat, airplane, helicopter, etc. being donated to the College should be directed through the Foundation and should follow the above-mentioned in-kind donation acceptance steps.

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Along with all internal acceptance steps, the Foundation will ensure any motor vehicle, boat, airplane donation with a fair market value more than \$500 is accompanied by any required IRS forms (i.e., Form 1098-C).

**Complete and submit Form 1098-C** – Foundation staff will supply the donor with a 1098-C form for completion and will maintain a copy for audit purposes.

## **Asset Documentation:**

If the item is accepted by the College and it's valued at more than \$5,000.00 the item needs to be added to the College's asset roster by the Manager of Business Services.

## **Management of Documents:**

There is no document disposal if the donation is managed by the Foundation. If it is managed directly by the department, staff should refer to RVC Administrative Policy 2.10.070 and consult with Financial Services Executive Assistant to confirm if or how any documents related to the donated item are managed.

## **Acknowledgement by Board of Trustees:**

For an item with a value of \$10,000.00 or more: Typically, there is an Acknowledgement by the Board of Trustees. Consult with Office of the President **before** the item is delivered to the RVC Facility to complete a board report and determine the appropriate date the board can formally review the acknowledgement.

## **IV. Intergovernmental Transfers**

- Refer to the Tangible Items section, plus the information below.
- If a contribution or asset transfer is taking place between one level of government to another, such transfers are not considered a charitable donation from one agency to another, but more so a transfer of goods and may be accepted directly by the College.
- An intergovernmental donation is managed directly by the staff of the department that will utilize the donation.
- The accepting department's first step would be to notify the Manager of Business Services so the asset may be tracked accordingly. For intergovernmental asset transfers, it is the role of the Manager of Business Services to ensure any required forms are completed and filed appropriately according to state and all other applicable laws.
- The accepting departmental staff should confer with the Foundation to ensure the contribution/transfer is without any charitable components that may require additional acceptance steps or IRS forms.

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## Intergovernmental Motor Vehicle Acceptance:

When one governmental agency donates a vehicle to another governmental agency, generally no IRS or federal tax forms are required to be completed for the transfer itself, because:

1. **Government agencies are tax-exempt:** They are not subject to federal income tax.
2. **The transfer is not a taxable event:** It is considered an intergovernmental transfer or gift, not a sale or income-producing activity.
3. **No Form 1099** is typically required, since this is not a transaction involving payment for services or goods between taxable entities.

However, the agencies may need to complete administrative forms, such as:

- **Title transfer documents** through the **state's department of motor vehicles (DMV)** or equivalent.
- **Internal surplus property transfer forms**, depending on local or federal property disposal policies.
- **Documentation for asset tracking** or accounting purposes, especially if the vehicle is a capital asset.

In Illinois, when one governmental agency donates a vehicle to another, no federal tax or IRS forms are required. However, specific state-level procedures must be followed to ensure proper documentation and compliance.

For intergovernmental vehicle transfers, it is the role of the Manager of Business Services to ensure any required forms are completed and filed appropriately according to state and all other applicable laws

## 1. Vehicle Title Transfer

The recipient agency must complete the **Application for Vehicle Transaction(s) (Form VSD 190)** to transfer the vehicle's title. This form can be completed and printed using the Illinois Secretary of State's Electronic Registration and Title (ERT) System. After completing the form, submit it along with the signed original title and any other required documents to a local Secretary of State facility or by mail.

[Transferring Plates](#)

## 2. Surplus Property Procedures

If the donating agency is a state entity, it should adhere to the Illinois Department of Central Management Services (CMS) surplus property protocols. This includes documenting the transfer and ensuring the vehicle retains its 6-digit equipment number during the transfer process. [State agencies for surplus property contacts | GSA](#)

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## 3. Local Government Considerations

Local governmental units, such as cities or counties, may have additional procedures for transferring surplus vehicles. For instance, some municipalities require approval from governing bodies or specific documentation for asset transfers. It's advisable to consult with your local administrative office to ensure compliance with any local regulations.

### Asset Documentation

If the item is accepted by the College, and it's valued at more than \$5,000.00 the item needs to be added to the Asset Roster by the Manager of Business Services.

### Management of Documents:

There is no document disposal if the donation is managed by the Foundation. If it is managed directly by the department, staff should refer to RVC Administrative Policy 2.10.070 and consult with the Financial Services Executive Assistant to confirm if or how any documents related to the donated item are managed.

### Acknowledgement by Board of Trustees:

For an item with a value of \$10,000.00 or more: Typically, there is an Acknowledgement by the Board of Trustees. Consult with Office of the President **before** the item is delivered to the RVC Facility to complete a board report and determine the appropriate date the board can formally review the acknowledgement.

**Implemented:** June 9, 2025

**Revised:** June 9, 2025