**RHODE ISLAND COLLEGE**

**DUE DILIGENCE ON POTENTIAL GIFTS OF**

**TANGIBLE OR REAL PROPERTY**

Please choose: [ ]  Contact for donation was initiated by the potential donor

 [ ]  Potential donor was contacted by a representative of Rhode Island College

Contact person at RIC: name \_\_\_

title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone: email:

describe potential gift:

date of initial contact: method of contact: [ ]  in person [ ]  letter/email [ ]  telephone [ ]  other

if other, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Potential Donor (or individual acting on behalf of the potential donor – e.g., executor, agent, attorney):**

name:

address:

phone: email:

If the contact is acting on behalf of a donor, please identify the donor:

name: relationship to RIC (if any):

Disclosure of any known relationship of donor to RIC and/or employees at RIC, and/or current RI Board of Education members and/or employees of the Office of the Postsecondary Commissioner: \_\_\_\_\_\_\_

What is the approximate value of the proposed gift (as estimated by donor)?

1. What type of storage is required? \_\_\_\_\_\_\_\_\_\_\_\_\_
2. If this gift requires the use of any of the college’s facilities and/or administrative services, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTIONS:** This checklist provides necessary information to assist in determining the acceptance of a gift of tangible or real property to the college. To ensure speed of processing, it is sent to you and to all appropriate parties simultaneously via email by the executive director of the RIC Foundation. In the interest of providing a timely response to the prospective donor, the email has been flagged with “High Importance”; all those with information to provide are asked to do so immediately and to return the document to the executive director of the RIC Foundation without delay. Your assistance is greatly appreciated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NO** | **YES** | **COMMENT****(leave blank if n/a; continue below and on an additional page if more room is needed)** | **ADDITIONAL REVIEW NEEDED** |
| 1. Does the donor have a preference for use or location of the gift? *(if no preference has been indicated, which college operating unit would be the most likely custodian?)*
 |  |  |  | potential custodian |
| 1. Are there any known conditions imposed by acceptance of the gift?
 |  |  |  | donor contact |
| 1. Does this gift include any technology or software?
 |  |  |  | AVP Information Services |
| 1. Does the gift involve a third-party sponsored program? *(e.g., research grant or service provider such as Sherlock Center)*
 |  |  |  | Grant Accounting |
| 1. Does the gift have value for academic purposes or other aspects of the mission of the college?
 |  |  |  | appropriate vice president |
| 1. Does the gift need to be inspected by campus-based or outside experts to determine usability, service life remaining, or level of functionality?
 |  |  |  | potential custodian |
| 1. Does the gift pose any potential safety hazard or will it require disposal of hazardous materials or remediation?
 |  |  |  | Director, Security & Safety |
| 1. Will the gift require additional insurance coverage?
 |  |  |  | AVP for Finance |
| 1. Will it cost the college anything to move, repair, assemble, or install? *(if yes, describe and estimate one-time cost)*
 |  |  |  | Facilities & Operations |
| 1. Will there be an expense to the college to maintain this gift? *(if yes, estimate annual cost)*
 |  |  |  | potential custodian/Budget Office |
| 1. Will use (not sale) of the gift generate any income or provide cost avoidance?
 |  |  |  | potential custodian/Budget Office |
| 1. Is the gift non-consumable and/or non-expendable? *(if so, it may qualify as a depreciable fixed asset of the college)*
 |  |  |  | AVP Finance |

*Please use this space to elaborate on any comments made on the chart:*

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