



Southern Polytechnic College of
Engineering and Engineering Technology

Procedure Title	Receipt of Gifts-in-kind	
Issue Date	May 25, 2017	
Effective Date	May 25, 2017	
Last Updated	May 25, 2017	
Responsible Office	Assistant Dean for Operations	
Contact Information	Renee Butler Phone: 470-578-5414 Email: rbutle35@kennesaw.edu	Robert Griever Phone: 470-578-7268 Email: rgriever@kennesaw.edu

1. Background

This procedure was issued in 2017 to assure consistent acquiring of donations-in-kind, to specify how the equipment will be transported, installed, and receive as university property.

2. Procedure

Faculty member should notify the Assistant Dean for Operations, Renee Butler, and Technician Manager, Robert Griever with a memo (copying department chair) indicating his or her interest in pursuing a gift of equipment to the College:

The request should include:

- A description of the item
- Whether the item is new to the department or a replacement piece
- How will the equipment be used to further the mission of the College
- Whether it will be used for instruction or both research/instruction (Equipment for research will follow a different process)
- The size of the equipment (approximate dimensions, weight, etc.)
- Where the equipment will be located
- Approximate value
- Contact information on who currently owns the item (company name, location)

The Department Chair will give approval to the Assistant Dean for Operations for the equipment pending the cost of acquisition.

The Technician Manager will contact the faculty member to discuss further with possible following questions:

- How will item be transported/set up at College of Engineering (and who will pay for the move). A millwright or moving company will be contracted to pick-up, deliver and move item to the permanent location for the equipment in the lab.
- Will the item need any kind of interface to electrical, water, computer systems. The Technician Manager will obtain necessary quotes.

After the Department Chair has approved the funding to transport and install the equipment, the Assistant Dean will notify College of Engineering Development Officer (Kit Trench) with information on the gift. The Development Officer will contact the donor of the gift with "gift in kind" form for their completion and return to our office. The Development Officer will then provide this information to Gifts Receiving Office who will then share information with KSU Inventory Department.

After the Gifts Receiving Office has been notified, the Technician Manager will work with the administrative assistant for the department to schedule delivery.