

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Affairs

---

**AR 6752 Donation of Vehicles**

Acceptance of donated vehicles must meet the following terms and regulations:

1. The donor must provide the appropriate administrator a letter indicating their intent to donate the vehicle. The letter must include the year, make, model, vehicle identification number, odometer reading, condition of vehicle and fair market value.
2. The appropriate administrator must provide the Director of Purchasing Services the donor's letter along with a memorandum indicating their intent to accept the donation and how the vehicle will benefit their program.
3. The Director of Purchasing Services will prepare the item for Board approval.
4. Upon Board approval, Rancho Santiago Community College District must be named as the owner of the vehicle donated. The Inventory, Delivery & Storage Services Supervisor will complete and process the transfer of ownership with the Department of Motor Vehicles. A copy of the transfer form must be filed with Risk Management who will insure the vehicle.
5. The Director of Purchasing Services shall notify the Inventory, Delivery & Storage Services Supervisor of the new asset so that it may be capitalized and added to fixed assets.
6. A letter of acknowledgement will be prepared by the Director of Purchasing Services and mailed to the donor indicating that the donation was approved by the Governing Board and the District's internal requirements have been met.
7. When the title arrives from the Department of Motor Vehicles, it will be filed with Risk Management.
8. If applicable, Administrative Services at the college must be notified if the donated vehicle is used as part of the college vehicles fleet.

**Responsible Manager:** Director of Purchasing Services

**Revised: March 17, 2014 (Previously AR4608)**

**Revised: August 21, 2017**