

NORTHWEST-SHOALS COMMUNITY COLLEGE

SOLICITATION PROCESSING FORM FOR DONATIONS/GIFTS

(Add attachment if needed. After completion of entire form submit to Office of Development for Presidential signature.)

1. Date of solicitation: _____

2. Who will be soliciting on behalf of NWSCC: _____

3. Donor: _____

4. Nature/description of solicitation: _____

5. Planned use: _____

6. Tax credit: Yes _____ No _____

7. Cost estimate (if needed): _____

8. Official appraisal price (if needed): _____

9. Narrative recommendation (by appropriate personnel) for acceptance or rejection: _____

Signature(s): _____

Instructor and/or Staff/Club Sponsor

Date

Coordinator and/or Chair

Date

Dean and/or Director

Date

Development

Date

Action taken (check)

Tabled Approved Disapproved Amended Additional action required