



MARICOPA COMMUNITY COLLEGES FOUNDATION
PARTING GIFT DECLARATION

Eligibility and Options: Employees who have officially completed the steps required for retirement from the Maricopa Community Colleges are eligible to participate in the Parting Gifts program.

Full Name: Please type or print

Address: City: State: Zip:

Work Location: Date of Retirement:

Phone:

I hereby direct my Parting Gift to: Name of program, scholarship or special interest

Location: College or Department

The Foundation wishes to recognize those who make contributions. Unless you indicate otherwise we will assume your permission to use your name, as listed above, in Foundation publications.

Gift Payment Methods: A receipt will be sent to the address listed above.

Check Enclosed is my check, payable to the Maricopa Community Colleges Foundation, in the amount of \$

Credit Card I wish to charge my gift in the amount of \$ to: please check one. Visa MasterCard American Express Discover Account Number including the 3-digit security code on the back of the card. 3-digit code

Authorizing Signature

Payroll Deduction (Complete authorization below) Form must be received by Payroll four (4) weeks prior to retirement date.

Payroll Deduction Authorization

Complete this section only if you are requesting the payroll deduction method of payment.

- I authorize MCCCCD to make a one time deduction from my check of retirement for accrued vacation and/or sick leave in the amount of (Payroll Use Only: Deduction Code=FDTGEN)
Without a signature of authorization or amount specified, payroll cannot process your request.

Employee ID:

Signature: Date:

Endowment Policy

Endowments are gifts to the Maricopa Community Colleges Foundation created by the donor as a perpetual source of funding support for student scholarships, program support or other designated purposes that fall within the Foundation's mission.

Funding requirements: A minimum contribution of \$10,000 is required before an endowment can be created, however donors have up to five years to reach that minimum level. If the endowment minimum is not reached as required, accumulated contributions will either be treated as a restricted fund and fully expended as soon as practicable or combined with a compatible, already existing endowment account.

Investment & Spending Policies: Endowment funds are professionally managed as part of a carefully balanced investment portfolio that includes stocks, bonds and other approved instruments. Each year, endowment funds are awarded in amounts up to 5% of a three year balance of the endowment. It is possible and permitted for annual endowment expenditures to invade the principle balance of the endowment, which is defined as the total of the original amount of the endowment contribution and any subsequent contributions to the endowment principle.

For More Information Contact:

Mary O'Connor, Executive Vice President & Chief Operating Officer, Foundation Office at
480-731-8403

(or)

Your College Retirement Coordinator

Please Return Completed Forms To:

Attention: Mary O'Connor
Maricopa Community Colleges Foundation
2419 West 14th Street | Tempe, AZ 85281

The Maricopa Community Colleges Foundation is a 501(c) 3 tax exempt organization. All gifts to the Maricopa Community Colleges Foundation are tax deductible to the extent provided by law. Please contact your tax advisor for details.

