

CASH DONATIONS TO THE DISTRICT

The following procedure is being established to handle small cash donations to the colleges.

1. **Revenues.** Deposit the donated funds to a special revenue account for the college (Activity - Chief Administrative; Object - Private Contributions).

Contra Costa College	11-01-702050-660002-48821
Diablo Valley College	11-01-202050-660002-48821
Los Medanos College	11-01-302050-660002-48821