

GIFT/DONATIONS ACCEPTANCE FORM

DESCRIPTION OF DONATION: _____
(Include Brand, Model, Size, etc. in Description)

QUANTITY: _____ INDIVIDUAL COST/ESTIMATED VALUE: _____

SERIAL NUMBER: _____

If more room is needed, please attach list to this form. If the donation is a computer, please list individual components with individual serial numbers and individual costs/values.

DONATED TO: _____

DONATED BY: _____
(Organization/Individual/Company)

DATE RECEIVED: _____ PROPERTY IS LOCATED: _____
(Room/Department)

GIFT/DONATION ACCEPTED BY: _____ DATE _____
(Signature of Administrator)

IF VEHICLE, THE FOLLOWING INFORMATION MUST ALSO BE COMPLETED

IS VEHICLE DONATED TO: _____ District
_____ Student Organization _____

VEHICLE WILL BE: _____ Dismantled _____ Rebuilt and Sold _____ District Used

THIS PORTION TO BE COMPLETED BY PROPERTY MANAGEMENT

PROPERTY MANAGEMENT ITEM #: _____ BARCODE #: _____

ENTERED BY: _____ DATE: _____

MARKED AND BARCODED BY: _____ DATE: _____



*Please remit original, signed form to **Property Management**.
One copy to be retained at the School/Department.
One copy to be given to the Donor.