



PROPERTY DONATION TRANSMITTAL FORM

Supplies/Expendable Equipment Equipment/Furniture Capital Outlay other than Equipment

SECTION I. Original Purchase Information:

Date Purchased Cost
Manufacturer's Serial Number Make Model
Description

SECTION II. Acceptance Information:

Date of Donation
Fair market value and/or appraisal on the date of donation \$ (attach documentation)
Agency Name Received by
Address
If equipment, is a maintenance contract required? If yes, annual cost. \$

SECTION III. Approvals:

Department Head
Dean or Vice President
Vice President of Finance
President of the University
Property Control Officer

SECTION IV. Name and address of donor:

Name and address lines for donor information

Administrative Use Only
DSU Equipment Inventory Number assigned
Attach cost documentation and/or description of donation.
Accounting Journal Entry Number
By
(Return the form to the Property Control Office.)

Donations have to be approved before you can proceed