

## Request to FAU Foundation to Accept Proposed Vehicle/Vessel Donation

**Date:** \_\_\_\_\_

**Department/College Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### *Description of Vehicle*

Description of vehicle/vessel/plane: (color, make, model, distinguishing characteristics)

Identification number of vehicle(VIN) /vessel(Hull ID)/plane (Aircraft ID), if applicable

### **Required:**

Describe the condition of the vehicle/vessel: (include odometer/hours reading if applicable)

Describe any known defects or required repairs:

### *Donor Information*

Donor name and relationship to the University:

Name of current titleholder:

Does the vehicle/vessel have a clear title?

### *University Use/Benefit*

Value and use to the University: (describe the proposed use of the vehicle and anticipated personal who will use the vehicle/vessel, and list any economic benefit expected from the vehicle's/vessel's use)

List any anticipated future costs to be incurred upon acceptance of the vehicle/vessel:

If there are anticipated costs, list the source of funds from which anticipated costs will be paid.

Indicate the location where the vehicle will be stored: (Please include as much detail as necessary so that the vehicle can be found, tagged, and inventoried):

***Assessment by a mechanic:***

Condition of vehicle/vessel:

Appraised value:

List any repairs necessary:

Signature: \_\_\_\_\_ Print: \_\_\_\_\_  
(Mechanic's Signature)

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

***Please have the Dean of the College approve this request by signing below:***

I request that the FAU Foundation accept this gift on behalf of the college. This gift will provide a benefit to the college and will be used solely for FAU business purposes and will not be used for the personal benefit of any FAU employee.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean's Signature)

***Florida Atlantic University Foundation's Acceptance:***

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Foundation official's signature)

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Controller's signature)

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property's signature)

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Hazmat's signature)