Request to Accept Equipment Donation

Date: ______________________

Department/College Name: ___________________________ Campus: ____________

Contact Person: ______________________________________

Phone: ______________________

**Description of item**

Description of item: (color, make, model, distinguishing characteristics)

Identification number of item, if applicable: (serial number)

Describe the condition of the item: (include odometer/hour 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 item have a clear title?

**University Use/Benefit**

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

List any anticipated future costs to be incurred upon acceptance of the item: (maintenance, tags, registration, disposal costs)

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

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

Over-all condition of item:

Appraised value:

List any repairs necessary (include estimated costs):

Donor has declined tax deduction materials yes no

Signature: ___________________________ Print: ___________________________

(Inspector'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: ___________________________

(Foundation official's signature)

Signature: ___________________________ Print: ___________________________ Date: ___________________________

(Property)

Signature: ___________________________ Print: ___________________________ Date: ___________________________

(Hazardous Waste)

Signature: ___________________________ Print: ___________________________ Date: ___________________________

(RM)

NOTICE: THE IRS REQUIRES THE FOUNDATION TO COMPLETE FORM 1098-C FOR DONATIONS OF VEHICLES, BOATS OR PLANES.