

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: _____
(IRM)

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