



EQUIPMENT/SUPPLIES DONATION FORM
FOR SURPLUS DONATIONS TO NON-PROFIT AGENCIES ONLY
ORIGINAL VALUE OF ASSET UNDER \$5000

(This form is used to report equipment with an original value of \$5000 or less that is donated to a non-profit agency.)

Please provide all of the following information:

Department donating item	ORG Number	Date	Authorized Signature (If signing electronically, please sign after form is complete)
If Donation – Name of agency receiving donation		Date	Agency Signature
Return form to General Accounting Office, Campus Box 44. For questions, please contact Alejandra Estevez 1-2389.			IM&T authorized signature (for computer equipment)

Computer equipment being donated must follow the IM&T procedure for handling used computer equipment. Please contact IM&T prior to donation.

<http://www.unco.edu/information-management-technology/pdf/policies/SurplusProcedure3.1.pdf>

Property Tag #	Description	Serial #	Location	Condition*	Date of donation

*Condition: N = New W = Working C = Complete X = Non-working

7/17/17