



DONATION OF MOVABLE PROPERTY FORM

*Prior to acceptance, all donated movable property MUST BE INSPECTED BY THE COLLEGE RECIPIENT** AND all approval signatures must be received. This completed form serves as verification of inspection and acceptance.*

PROSPECTIVE DONOR INFORMATION (Completed by Institutional Advancement Office)-----

Organization/Name of Donor:

Street Address:

City/State/Zip Code:

Contact Person: Phone Number:

DONATION INFORMATION (Completed by Prospective Delgado Recipient)-----

Description of Prospective Item(s) to Be Donated:

Original Value: \$ Current Fair Market Value*:

**Current fair market value is agreed upon between donor and the College and is verified by the College recipient. All items with a current fair market value of \$1,000 or more must be inventory-tagged as state property.*

Location of Item(s) to be Donated:

RESPONSE BY PROSPECTIVE DELGADO RECIPIENT-----

Proposed Purpose of the Item by Delgado Community College (Tax Identification Number 72-6012995):

Condition of Item/
Other Comments:

Transportation of Item(s) to be Provided by: Donor Delgado

***My signature verifies that I have inspected the donated item(s), have verified the fair market value of donated item(s), and will maintain the property in accordance with the College's property control policy.*

Signature of Delgado Employee Requesting Receipt of Item Date

DELGADO APPROVAL -----

Dean/ Department Head Date Vice Chancellor Date Vice Chancellor, Bus. & Admin. Affairs Date