



**FIXED ASSET DONATION FORM**

SCHOOL/DEPARTMENT THE ITEM(S) WILL BE LOCATED AT: \_\_\_\_\_

FIXED ASSET TAG # \_\_\_\_\_

DATE: \_\_\_\_\_

DONOR NAME & ADDRESS:

\_\_\_\_\_

DESCRIPTION OF ITEM DONATED: \_\_\_\_\_

Manufacture: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

QUANTITY: \_\_\_\_\_

LOCATION OF ASSET (ROOM): \_\_\_\_\_

THE ITEM IS: NEW  (ATTACH COPY OF INVOICE/RECEIPT)

USED  AGE OF ITEM \_\_\_\_\_

DONOR ESTIMATED ORIGINAL COST: \_\_\_\_\_

DONOR ESTIMATED CURRENT VALUE: \_\_\_\_\_

\_\_\_\_\_ Date form sent to Carrie Blackwell in Finance Dept.

Finance Dept. use only:

\_\_\_\_\_ Date asset number sent to school/department

\_\_\_\_\_ Date asset entered into IV system