

SANTA FE COLLEGE
PROPERTY INVENTORY CONTROL
ACCEPTANCE OF DONATIONS

Date: _____

Donor Name: _____ Phone Number: _____

Donor Address: _____

Property Information

Description (Attach list if more than 3 items)	Serial Number	Item Age & Condition	Original Cost	Fair Market Value*	Future Location S/B/R**

*Approximate fair market value as determined by donor or budget signature authority (not for tax purposes). **SFC location: Site/Building/Room

Restrictions on use or disposition of item being donated: (Note that the College shall not accept donations of property where limitations to title or ultimate disposition are attached.)

Will donation of item require Facilities Services Resources? Yes No
(If "yes," check with Facilities Services before accepting.)

Annual maintenance cost (estimate & explain): \$ _____ (Explanation)

Can maintenance costs be covered within existing budget? Yes No

Will use of the item donated incur any liability to the college or college personnel? Yes No

If "yes," please explain: _____

Name of Requestor: _____

Department Property Custodian:

Name _____ Title: _____

Approval Signature _____ Date: _____

Property Custodian Supervisor or Cabinet Member:

Name _____ Title: _____

Approval Signature _____ Date: _____

Note: Property office will affix decal after Board acceptance for items with a fair market value of \$7222 or more.

Please return to the Property Office in F-33 when complete. For help completing this form, contact the Property Manager at x5207.