



**EQUIPMENT/SUPPLIES DONATION FORM**  
**FOR SURPLUS DONATIONS TO NON-PROFIT AGENCIES ONLY**  
**ORIGINAL VALUE OF ASSET UNDER \$10,000 (\$5,000 if purchased FY17 or prior)**

This form is used to report equipment with an original value of \$10,000 or less  
(\$5,000 if purchased FY17 or prior) that is donated to a non-profit agency.

**Please provide all of the following information:**

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

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

11/8/18