



Donation of Moveable Property

Original Adoption: February 10, 2008
Effective Date: February 10, 2008
Last Revision: August 29, 2014

Prior to acceptance, all donated moveable 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.

Organization/Name of Donor: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____ Phone Number: _____

Donation Information (Completed by NWLTC Campus Dean 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 NWLTC Campus Recipient:

Proposed purpose of the item by NWLTC (Tax ID Number 72-1470584):

Condition of Item/
Other Comments:

Transportation of Item(s) to be provided by: Donor LTC

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

Signature of LTC Employee Requesting Receipt of Item

Date

*Policy Reference: LTC Policy #FS300.11 Donation of Moveable Property
Title 34 of the Louisiana Administrative Code
Louisiana Property Assistance Agency (LPAA) Property Control Rules & Regulation
LTC Policy # FS1930.316
LTC Donated Funds Form #FS300.10*

Approved:



Dianne Clark
Interim Director