



OFFICE OF ADMINISTRATION AND FINANCE

CENTRAL STORES

Authorization to Solicit or Accept Donated Property Form

Property Information

Description of property: _____

New ____ Used ____ If property is used, give age in years, months: _____

Estimated market value or cost of property: \$ _____ per item

Donor Information

Organization _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Additional Information

Name and Department of University Solicitor _____

Purpose for which donated property will be used _____

Place where donated property will be housed: Building _____ Room # _____

Present use of proposed housing for property _____

Does housing space require modification or renovation? Yes ____ No ____

If yes, describe the necessary modification or renovation _____

Estimated cost of modification or renovation \$ _____

Associated Costs Delivery \$ _____ Maintenance (estimate per year and/or cost of insurance) \$ _____

Personnel (operator, etc.) \$ _____ Other (please specify) _____ \$ _____

Non-monetary obligation incurred by the University upon acceptance of donated property: (describe, if any) _____

APPROVALS

Solicitor/Date

Vice Chancellor for Administration/Date

Director or Dean/Date

Property Manager/Date