



LAREDO COLLEGE PROPERTY INVENTORY DONATION FORM

Name of Donor:			DATE	/	/
ADDRESS:			<u>DEPARTMENT RECEIVING DONATION</u>		
CITY, STATE, ZIP			DEPARTMENT NAME:		
TELEPHONE NUMBER			EMPLOYEE NAME:		
NAME OF DONORS CONTACT: (If applicable)			EMPLOYEE TITLE:		
TELEPHONE NUMBER			TELEPHONE NUMBER		

ASSET BEING DONATED

DESCRIPTION	CONDITION OF ASSET	VALUE OF DONATION <small>***(see below)</small>

*****For any property donated worth \$5000.00 or more, the donor must obtain a formal appraisal from a qualified appraiser, per IRS publication 561 "Determining the Value of Donated Property".**

Goods and Services provided in exchange for the contribution:	
<i>No goods or services were provided by LC in return for the contribution.</i>	
<i>Description and good faith estimate of the goods or service that LC provided in return for the contribution:</i>	
Description:	

Source of Gift (check one):	
<input type="checkbox"/> Alumni/Friend <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Corporation/Business <input type="checkbox"/> Other Source _____	

Source of Gift (check one):	
<input type="checkbox"/> Check <input type="checkbox"/> Equipment/Furniture <input type="checkbox"/> Academic <input type="checkbox"/> Faculty & Staff Compensation <input type="checkbox"/> Public Service <input type="checkbox"/> Property or Building <input type="checkbox"/> Library <input type="checkbox"/> Operation & Maintenance of Physical Plant <input type="checkbox"/> Endowment and Similar Funds-----Unrestricted Income <input type="checkbox"/> Other : _____	

Does the donation require operation and maintenance cost?	YES	NO	
If yes, what organization will cover the cost?			Telephone Number

Donor's Signature:			
****President must approve all donations before being received by department****			
President Signature:		DATE:	
Property Inventory Manager Signature:		DATE:	
Department Employee Signature:		DATE:	

Property Inventory Use

PTAG # Assigned to equipment/Furniture		Banner Date:	
FUND ACCOUNT:			
BANNER UPDATE BY:			