

SURPLUS PROPERTY DONATION FORM

Please complete this form to document the donation of surplus items by Radford University in accordance with Section 3.F.1.a.iii. of the Radford University Surplus Property Management procedure.

Donation made by Radford University to:

Donee: _____

Address: _____

Phone #: _____

Contact Name: _____

E-Mail: _____

Please list items donated. Use an additional sheet if necessary.

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	MARKET VALUE	
				UNIT VALUE	TOTAL VALUE
TOTAL \$ AMOUNT:					

How was Market Value decided?

I certify that this organization is a Virginia state agency, political subdivision, public school division, or qualifying Internal Revenue Code 501(c)(3) organization and eligible to receive donated surplus property as defined by the Code of Virginia.

Exec Dir-Facilities Maint & Ops:

Signature

Date

Chief Financial Officer/VPFA:

Signature

Date

Donee Representative:

Signature

Date

Print Name

Title