

TANGIBLE PERSONAL PROPERTY GIFT FORM

DONOR'S STATEMENT: I would like to donate equipment/supplies to the Montgomery College Foundation.

Check One: _____ Individual _____ Organization

Name: _____

Company/Organization: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Signature of Donor: _____ **Date:** _____

Donation: Include model or serial number, year, etc. and estimated fair market value. *Per IRS, to claim a deduction for an item or group of similar items valued more than \$5,000, a donor is required to obtain an independent appraisal.*

Item #1: _____ FM Value \$ _____

Item #2: _____ FM Value \$ _____

Item #3: _____ FM Value \$ _____

Restrictions on Use & Disposal (if any): _____

Transportation: _____ Will Deliver _____ Pick Up Required _____ Other (_____)

Thank you for your gift!

COLLEGE DEPARTMENT STATEMENT OF NEED:

A need for the gift exists in the _____ Department on the _____ Campus.

_____ Funds are available to cover maintenance and operation costs.

_____ Funds are not available. Shortfall: \$ _____

Proposed Source: _____ Account Number: _____

Intended or Desired Location of Donation:

Item #1 Campus: _____ Building: _____ Room #: _____

Item #2 Campus: _____ Building: _____ Room #: _____

Item #3 Campus: _____ Building: _____ Room #: _____

NOTE: ALL gifts must be received by **Central Receiving Department** (7602 Standish Place, Derwood, Maryland 20855) for inventory tagging. Central Receiving will transport to the final destination.

Department Representative Name (Printed): _____

Department Representative Signature: _____ Date: _____

ACCEPTANCE BY COLLEGE:

Director of Facilities: _____ Date: _____

Director of Procurement: _____ Date: _____

Property Control Technician: _____ Date: _____

ACCEPTANCE BY MONTGOMERY COLLEGE FOUNDATION: _____

Exec. Dir., Montgomery College Foundation (Date)