

Illinois State University
Inventory Management/Property Control
Report of Donated Equipment Received by Department

This form must be completed to report all donations of equipment/software and the original sent to Property Control @ Campus Box 1520.

A copy should also be filed with the department inventory steward.

Date of Donation: _____

Department Name & Inventory Number: _____

Equipment Description: _____

Equipment Value/Cost:\$ _____ Actual Estimated Market Value

Donor Name and Address: _____

This report prepared by: Signature _____

Title _____

Date _____

Signature of Fiscal Agent _____

For Property Control Use Only

DNI-Equipment does not meet the current tagging criteria.

Equipment meets the current tagging criteria and has been tagged _____.

Equipment has been entered in Datatel.

Copy to Comptroller Office.

Copy to Foundation Office.

Specialist _____ Date _____