

Donated Capital Assets Reporting

Complete this form when an individual or organization is donating a capital equipment asset, artifact, works of art, intangible or other similar asset to your department. Donations of land, buildings, land or building improvements or improvements other than buildings should be reported on a Real Property Capitalization form.

Receiving Department name:

GL business unit:

Fund: DeptID Is asset held for resale? Yes No

Date asset was received (mm/yyyy):

Asset description: Name of donor:

Estimated acquisition value:

Additional ancillary costs:

Describe method for appraising acquisition value:

Manufacturer: Location
(Equipment Only):

Serial number: Model:

Details of donor-imposed restrictions accepted by the department if applicable:

Contact person/email:

Please complete form and return to the Division of Accounts