

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558 Fax: 408-924-1698

*This form is to be completed by the applicable Auxiliary. For definition and procedure, refer to the University [Property Office Procedure Manual](#)¹, section entitled Donated Property and Gift. **Return the form to Accounting Services, Zip 0042.***

I. Auxiliary Information

| | |
|---------------------|------------------|
| Contact Name: _____ | Email: _____ |
| Phone: _____ | Auxiliary: _____ |

II. Originating Department

| | |
|---------------------|-------------------|
| Contact Name: _____ | Email: _____ |
| Phone: _____ | Department: _____ |
| Extended Zip: _____ | |

III. Donation Information

| | | | |
|--|--|--|-------------------|
| a. Property Type: | Equipment | Software | Other |
| b. Description: | _____ | | |
| c. Fair Market Value ² (FMV): | \$ _____ | | |
| d. Condition: | New (attach copy of invoice and check) | Used (attach documentation to support FMV) | |
| e. Gift to be located: | _____ | | |
| f. Donation Date (Complete this field after item is paid): | _____ | | |
| g. Funding Source: | Federal | State | Municipal Private |

If the Funding Source is from Federal and/or State, please provide an attachment with the terms and conditions related to the equipment in detail per Federal or Federal Pass-through contracts and grants including the Agency name and provide the awarding Agency's regulations.

| IV. Donation Recommended By | Name (Print) | Signature | Date |
|---|---------------------|------------------|-------------|
| Department Chair/Director: | _____ | _____ | _____ |
| Dean, AVP, or VP: | _____ | _____ | _____ |
| FD&O: | _____ | _____ | _____ |
| University ITS ³ : | _____ | _____ | _____ |
| Art Collection Committee ⁴ : | _____ | _____ | _____ |
| Auxiliary: | _____ | _____ | _____ |
| Accounting Services ⁵ : | _____ | _____ | _____ |
| Property ⁶ | _____ | _____ | _____ |

¹ http://www.sjsu.edu/finance/docs/property_manual.pdf

² FMV as defined in the university Property Office Procedure Manual.

³ University ITS approval required to obtain support for computer equipment.

⁴ Gifts of art MUST receive approval from the Art Collection Committee.

⁵ Reviews invoice, check appraisal, and terms and conditions, if applicable.

⁶ Required for items valued at or above \$5000. Forward the approved form to Accounting for records.

Donated Property Form Supplemental

(For Use with Gifts of Art, IT, and Items \$5000 or more)

FD&O Checklist (To be completed within two days and returned to the Auxiliary.)

| Yes | No | N/A |
|-------------------------------|----|---|
| a. | | Donated item will fit through existing passageways. |
| b. | | Adequate facilities are available to accommodate gifted item. |
| c. Additional Comments: _____ | | |

University ITS Checklist (To be completed within two days and returned to the Auxiliary.)

| Yes | No | N/A |
|-------------------------------|----|---|
| a. | | Equipment/software is compatible with ITS supported configurations. |
| b. Additional Comments: _____ | | |

Art Collection Committee Checklist (To be completed within two days and returned to Auxiliary.)

| Yes | No | N/A |
|-------------------------------|----|---|
| a. | | Artwork has been reviewed by Committee; evaluation matrix has been satisfactorily completed and is attached. |
| b. | | Installation and lifecycle maintenance costs have been calculated and their support source identified. This source is: _____ |
| c. | | Confirming letter attached. |
| d. Additional Comments: _____ | | |

For Property Use

| | |
|----------------------|---------------------|
| Serial Number: _____ | Model Number: _____ |
| Tag Number: _____ | Date Tagged: _____ |
| Location: _____ | |