

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

Main: 408-924-1558

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 or email to financeconnect@sjsu.edu

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.	Acquisition Value ² : \$	_____	Accumulated Depreciation \$	_____
			Remaining Life of Asset:	_____ Years
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
h.	Grant Constraint (RF use only)	_____ (attach extra sheet if needed)		

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 \$5,000. Forward the approved form to Accounting for records.

Donated Property Form Supplemental
(For Use with Gifts of Art, IT, and Items \$5,000 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: _____	