

# Equipment and Material Donation Acceptance Form

Please complete this form to document and accept donations of equipment, tools, and materials. This document serves as an official receipt for the donor and an internal record for the organization.

## 1. Donor Information

Donor Name (Individual or Organization):

Contact Person (if Organization):

Mailing Address:

City, State, Zip:

Phone Number:  Email Address:

## 2. Donation Details

Describe the donated equipment or materials in detail below:

Item Qty	Item Description (Include Brand, Model, Serial Number)	Condition (New, Good, Fair)	Estimated Value (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Estimated Value of Donation:

## 3. Recipient Information

Receiving Department/Program:

Intended Use of Materials:

Received By (Staff Name & Title):

Date Received:

## 4. Acknowledgement and Signatures

By signing below, the donor transfers ownership of the described items to the organization, and the receiving representative acknowledges receipt of the items listed above.

Donor Signature:  Date:

Authorized Representative Signature:  Date: