

# VALENCIA COLLEGE

## Equipment Donation Information Request

Name: \_\_\_\_\_  
Name of organization or individual donating equipment.

Date: \_\_\_\_\_

Description	Make	Model #	Serial Number	Cost Or FMV	Comments

Donating Agent:

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Signature of the person authorized to donate listed equipment.

Note:

Provide as much information as possible about each piece of equipment being donated. The cost or Fair Market Value must be provided for accounting purposes.