



**DONATION OF MOVEABLE PROPERTY**

*Prior to acceptance, all donated moveable property MUST BE INSPECTED BY THE COLLEGE RECIPIENT\*\* AND all approval signatures must be received. This completed form serves as verification of inspection and acceptance.*

Organization/Name of Donor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**DONATION INFORMATION (Completed by LTC Campus Dean Recipient):**

Description of Prospective Item(s) to Be Donated:

Original Value: \$

Current Fair Market Value\*: \$

*\*Current fair market value is agreed upon between donor and the College and is verified by the College recipient. All items with a current fair market value of \$1,000 or more must be inventory-tagged as state property.*

Location of item(s) to be donated: \_\_\_\_\_

**RESPONSE BY PROSPECTIVE LTC CAMPUS RECIPIENT:**

Proposed Purpose of the Item by Louisiana Technical College (Tax Identification Number 72-1470584):

Condition of Item/  
Other Comments:

Transportation of Item(s) to be provided by: Donor

LTC

***\*\*My signature verifies that I have inspected the donated item(s), have verified the fair market value of donated item(s), and will maintain the property in accordance with the College's property control policy.***

\_\_\_\_\_  
Signature of LTC Employee Requesting Receipt of Item

\_\_\_\_\_  
Date

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**LOUISIANA TECHNICAL COLLEGE APPROVAL**

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Campus Dean

Date

Regional Director

Date

*Policy Reference:* Title 34 of the Louisiana Administrative Code  
Louisiana Property Assistance Agency (LPAA) [Property Control Rules & Regulations](#)  
LTC Policy # FS1930.316  
LTC Donated Funds Form #FS300.10

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Finance Staff	06/16/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

*Distribution:* Distributed Electronically via College's Internet  
Hard Copy Distribution to LTC Regional Directors

*SIGNATURE*



*James R. Sawtelle, III*

*Vice President for Career & Technical Education*