



DONATION OF UNIVERSITY PROPERTY

Surplus
Phone (541) 346 3190 Fax (541) 346-5820

INSTRUCTIONS:

Return both completed pages to the Business Affairs Office (BAO) / Surplus / Oregon Hall. **You must receive a copy of this signed authorization from the BAO before the donation may take place.**

TO BE COMPLETED BY DEPARTMENT INITIATING DONATION:

Name of UO Department initiating the donation: _____

Departmental contact name (PRINT): _____ Phone: _____

Intended agency of the donation: _____

Mailing address: _____

Contact name for intended agency (PRINT): _____ Phone: _____

Contact email: _____ Web address (URL): _____

Inventory of item(s) donated

Asset Tag No.	Description	Quantity	Value

NOTE: If more than 3 items, use page 3 of this form.

(OAR 580-040-0305 Maintenance of Proper Inventory Records and Justification of Sale or Disposal) Complete the following:

If purchased with federal funds identify the index: _____ *(per OAR 580-040-0306 Disposition of Federally Funded Surplus Property)*

If acquired by Gift identify date acquired: _____ *(per OAR 580-040-0307 (Disposition of Property Acquired by Gift)*

If computer, indicate date the data and software had been erased _____ *(per OAR 580-040-0311 (Disposal of Computer and Other Electronic Storage Devices and Media)*

I certify the following: (1) that no current or former UO employees with knowledge of the intended donation have or have had any relationship with or to the intended recipient of the donation; (2) that the intended recipient makes it known publicly (via promotional or other material including a web site) that it routinely accepts donations of the kinds of items set forth above; and (3) that there is a public purpose associated with this donation.

Department head name: _____ Phone: _____

Department head signature: _____ Date: _____

Surplus property will verify the information provided by the UO Department and that the entity receiving property is a state agency, Oregon political subdivision, or private non-profit. A copy of the donee's 501(C)(3) tax letter or equivalent will be obtained and filed.



TO BE COMPLETED BY AGENCY ACCEPTING THIS DONATION:

I, _____ received donated property from the University of Oregon.
Please print individual's name accepting this donation

Name, address and phone of agency accepting the donation:

Agency: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. You will have no recourse against the State of Oregon, the Oregon University System, an institution, or any of their officers, employees, or agents. Title to the donated property is transferred once you take possession. All donations are final. You assume all responsibility, including risk of loss or damage, for the item when title is transferred.

My position with this agency:

I certify that I have authority to legally bind this agency.

_____ Date: _____
Signature and date of person accepting and taking custody of donation

UO Surplus Use Only

I authorize the donation as set forth in this document:

BAO Director (or authorized designee)

Phone: _____

BAO Director (or authorized designee) Signature

Date: _____

