

## DONATION OF UNIVERSITY PROPERTY

*propertycontrol@uoregon.edu*

### INSTRUCTIONS:

Return both completed pages to Business Affairs (BA) / Property Control / Thompson's University Center. **You must receive a copy of this signed authorization from Business Affairs 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	Weight

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

**(UO Policy 580.040.0300-311: Surplus Property Disposal) Complete the following:**

**If purchased with federal funds identify the index:** \_\_\_\_\_

**If acquired by Gift identify date acquired:** \_\_\_\_\_

**If computer, indicate date the data and software had been erased** \_\_\_\_\_

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, 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:

\_\_\_\_\_  
AVP Business Affairs (or authorized designee)

Phone: \_\_\_\_\_

\_\_\_\_\_  
AVP Business Affairs (or authorized designee) Signature

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

