

**Illinois State University**  
**Inventory Management/Property Control**  
**Report of Donated Equipment Received by Department**

*This form must be completed to report all donations of equipment/software and the original sent to Property Control @ Campus Box 1520.*

**A copy should also be filed with the department inventory steward.**

Date of Donation: \_\_\_\_\_

Department Name & Inventory Number: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Equipment Value/Cost: \$ \_\_\_\_\_      Actual      Estimated Market Value

Donor Name and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This report prepared by:      Signature \_\_\_\_\_

  Title \_\_\_\_\_

  Date \_\_\_\_\_

Signature of Fiscal Agent \_\_\_\_\_

**For Property Control Use Only**

- **DNI-Equipment does not meet the current tagging criteria.**
- **Equipment meets the current tagging criteria and has been tagged \_\_\_\_\_.**
- **Equipment has been entered in Datatel.**
- **Copy to Comptroller Office.**
- **Copy to Foundation Office.**

**Specialist** \_\_\_\_\_      **Date** \_\_\_\_\_