

MEMORANDUM

TO: **Equipment Donation Committee**

FROM: _____

DATE: _____

SUBJECT: **Property Donation**

Request your review of the attached list of items(s) to be donated to Louisiana Tech University.

The following is additional information on equipment to be donated:

DONOR: _____

ITEM(S) DONATED: _____

VALUE OF DONATED ITEMS (Please include an invoice copy if items are new or a signed appraisal stating the fair market value if items are used) _____

SPECIAL FEATURES: _____

SPECIAL NEEDS: _____

MAINTENANCE REQUIRED: _____

SPACE, SAFETY, SECURITY, ETC. NEEDS: _____

INSTALLATION COSTS: _____

TRANSPORTATION COSTS: _____

SPECIAL TRAINING NEEDED TO OPERATE THE EQUIPMENT:

Property Donation committee approval/disapproval:

Ms. Ann White:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Dean Don Kaczvinsky:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Executive Vice President Jim King:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Associate Vice President Ramu Ramachandran:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:
