

Report of Donation of Property

1. *This form will be used in all cases of DONATIONS to Accountable Officers outside the County Realm. (If in doubt, please contact Sandy ext 227 or Donna ext 231)*
2. The Donating Office will fill out the Donating Office Name, Dept. Code and Contact Name.
3. The Receiving Office will fill out the Dept. Name and Contact Name.
4. The Donating Officer will fill out the Asset Number, Description and Date of Transfer or Donation.
5. If the item is a computer, please contact the IT Personnel for time and place for procedure of cannibalization of computers.
6. The IT Personnel must then check and sign in the area provided if applicable.
7. The Donating Office must sign, print name and title, and date.
8. The Donating Office will retain a SIGNED COPY, then send SIGNED ORIGINAL to Receiving Office.
9. The Receiving Office will keep a SIGNED COPY and send ORIGINAL to : Levy County Clerks Office, Finance Dept./Asset Mgr.
10. A letter of receipt on letterhead must be obtained from the Accountable Receiving Agency.
11. As a reminder, this Donation Form needs to accompany the equipment that is transferred.