

DONATE

LEVY COUNTY

REPORT OF DONATION OF PROPERTY TO ACCOUNTABLE OFFICER

To be used in all cases of & donations between Accountable Officers OUTSIDE the County Realm

The following items of tangible personal property have been DONATED as indicated:

TRANSFERRING OFFICE		RECEIVING OFFICE	
Dept. Name		Dept. or Company Name	
Dept. Code		Company Address	
Contact Name		Contact Name	

ASSET NUMBER	DESCRIPTION	DATE OF DONATION

Please contact IT Personnel for time and place of procedure for the cannibalization of computers.

The transferring department has securely removed ALL sensitive data from all electronic devices and media:

_____ Yes No
Signature of IT Personnel

DONATING OFFICE:

RECEIVING OFFICE:

Signature of Accountable Officer

Signature of Accountable Office

Typed Name and Title

Typed Name and Title

Date

Date

DONATING OFFICE: Have receiving Office or Company sign and date. Each keep a copy and send COMPLETED ORIGINAL to Clerks Office Finance/Asset Mgr.

DONATED FIXED ASSETS MUST GO BEFORE THE BOARD FOR APPROVAL – A LETTER OF RECEIPT FROM THE RECEIVING PARTY SHOULD BE TURNED IN WITH THIS FORM.