

**PROPERTY MANAGEMENT  
RECEIPT of DONATED EQUIPMENT**

Send Completed Form to:  
Accounts Payable 404 N El Paso Ave  
Russellville, Ar

Date \_\_\_\_\_

Department \_\_\_\_\_

Account Number \_\_\_\_\_

The following item(s) was donated to Arkansas Tech University.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Donor \_\_\_\_\_  
\_\_\_\_\_

Special Features \_\_\_\_\_

Maintenance or Setup Required \_\_\_\_\_

Physical Location of Equipment \_\_\_\_\_

Property Received By \_\_\_\_\_

\* For inventory purposes, the Office of Finance and Administration, Arkansas Tech University will establish fair market value.