

## Institutional Equipment/Supply Donation Form

Must complete this form and have approval before accepting any donations from outside parties.

Name of individual or business requesting to donate: \_\_\_\_\_

Mailing address of donor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Item(s) to be donated: \_\_\_\_\_

\_\_\_\_\_

Program(s) this will impact: \_\_\_\_\_

Estimated value of the items to be donated: \_\_\_\_\_

Equipment will be used in an educational capacity at SCC in the next:

1 Month

3 months

6 months

1 year

Will not be used OR will not fit in with our programming

Dimensions of the equipment: \_\_\_\_\_

Equipment will be housed at which campus and room: \_\_\_\_\_

Expenses necessary to move, install, and run equipment (e.g., electrical, maintenance, calibration, etc.): \_\_\_\_\_

\_\_\_\_\_

Recurring or routine maintenance fees for this equipment: \_\_\_\_\_

\_\_\_\_\_

Cost to replace this with new equipment: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SCC Foundation Director

\_\_\_\_\_  
Date

- |  |
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| <ul style="list-style-type: none"><li>◇ Accept Equipment Donation</li><li>◇ Do not Accept Equipment Donation</li></ul> |
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