



TUCSON UNIFIED SCHOOL DISTRICT
 Department of Engineering, Facilities and
 Planning
 Asset Management
 2050 East Winsett
 Tucson, Arizona 85719
 (520) 225-4899
 (520) 225-4991 (FAX)



EQUIPMENT DONATION FORM

Parent / Teacher Group or Other Non-District Organization

Would like to donate the _____
 (Name/ Organization)

New ___ Used ___ Equipment to TUSD. Value to be determined by donors for their records.

Equipment Description	Serial Number	Estimated Value	<small>A.M. Office Use Only</small> Asset ID #

School/ Department	Principal or Department Head	Date
<small>THIS SECTION FOR OFFICE USE ONLY</small>		
The above item(s) were	N/A of N/A shop	N/A
Comments/	<small>Evaluator</small>	<small>Date</small>

Please forward this form to the appropriate Department Director.

DISTRICT ACCEPTANCE: The above listed equipment is approved and accepted by Tucson Unified School District with the following conditions. The district **WILL** **WILL NOT** maintain Equipment and the District **WILL NOT** replace the equipment if lost, stolen or damaged beyond use.

It is understood that all supplies/ materials needed to support this equipment must be absorbed by the School's general supply budget.

Approved _____
 Department Director Date EXECUTIVE OFFICER Date

<small>FOR VEHICLES ONLY</small>			
Approved			
Transportation Director	Date	Risk Management Director	Date