

## Equipment Donation

To: Sample District, Chief Business Official or Designee

From: Sample School Club

Subject: Transfer of equipment ownership to Sample District

The below items were purchased/received by the student organization for \_\_\_\_\_ School.

The governing board formally accepted the donation of the equipment on \_\_\_\_\_. It should be understood that acceptance of this gift does not necessarily mean that the district will replace the item in the future if it is no longer working or is obsolete.

It is requested that while ownership is transferred to \_\_\_\_\_ District, operational control and use be retained by the student organization, as administered by the principal/school administrator.

It is recognized that transfer of ownership only transfers responsibility for maintenance and replacement, consistent with the priorities and practice of the district and in accordance with existing financial management guidelines and procedures.

The effective date of this transfer is: \_\_\_\_\_

Specific equipment transferred: \_\_\_\_\_

Name and description of the property: \_\_\_\_\_

Serial number or other identification number: \_\_\_\_\_

Original cost of the property  
(a reasonable estimate may be used if original cost is unknown): \_\_\_\_\_

Acquisition date: \_\_\_\_\_

Location of use: \_\_\_\_\_

Submitted and Approved by:

Student Club Representative: \_\_\_\_\_  
Signature, Title and Date

Club Advisor: \_\_\_\_\_  
Signature, Title and Date

Principal/School Administrator: \_\_\_\_\_  
Signature, Title and Date

Recorded in ASB Student Council Minutes on: \_\_\_\_\_  
Date