

# DONATION FORM

Oklahoma Department of Career and Technology Education

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_  
(ODCTE Personnel)

**ODCTE Agency Approval:** \_\_\_\_\_  
Signature of Director or Director Designee

**DONATED to ODCTE:** equipment which is a tangible asset and meets threshold requirements, will be added to the State Fixed Asset System. All donated equipment that is accepted on behalf of the ODCTE must have prior approval by the State Director or his/her appointee.

**DONATED from ODCTE:** receiving organization assumes all responsibility, expenses and liability for use of this donated equipment, as well as for the equipment itself.

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Description of Equipment: \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Estimated Market Value: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**FROM (Donor Organization):** \_\_\_\_\_

Address of Donor: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_

Date: \_\_\_\_\_

**TO (Receiving Organization):** \_\_\_\_\_

Signature of Receiver: \_\_\_\_\_

Date: \_\_\_\_\_