

# Request to Accept/Add Donated Equipment

Oklahoma Department of Career and Technology Education

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

Requested By: \_\_\_\_\_

(ODCTE Personnel)

**ODCTE Agency Approval:** \_\_\_\_\_

Signature of Director or Director Designee

Any equipment donated to ODCTE 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.

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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: \_\_\_\_\_