



**Equipment Donation Receipt**

*(One copy to Equipment Services Department, one copy for Prospective Department, and one copy for the Donor - attach Court minutes indicating acceptance of the item or an approved documentation)*

**Part 1: To Be Completed by the County Staff Member**

Date of Donation: \_\_\_\_\_

Donor's Name: \_\_\_\_\_

Donor's Address: \_\_\_\_\_

Donor's Phone: \_\_\_\_\_

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

- No goods or services were provided in exchange, in whole or in part, for the donation.
- Goods or services were provided in exchange, in whole or in part, for the donation.

Name of Donee (or The County Employee Receiving Donation): \_\_\_\_\_

Signature of Donee (or The County Employee Receiving Donation): \_\_\_\_\_

**Part 2: To Be Completed by the Donor**

Please check where appropriate:

- This donation is to be used at the County's discretion; or
- This donation is to be used specifically for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Please respect my privacy, I do not wish to be recognized for my contribution.
- I wish to be recognized for my contribution:

In memory of: \_\_\_\_\_

In honor of: \_\_\_\_\_

Other: \_\_\_\_\_

Name of Donor (or Person Representing): \_\_\_\_\_

Signature of Donor (or Person Representing): \_\_\_\_\_

***Donation to the County is tax deductible to the extent allowable by law. It is the responsibility of the Donor to determine Fair Market Value of this donation.***