



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.