



Policy No. 5.001  
Northwest Louisiana Technical College

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**Donation of Moveable Property**

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Original Adoption: February 10, 2008  
Effective Date: February 10, 2008  
Last Revision: May 02, 2018

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***Prior to acceptance, all donated moveable property MUST BE INSPECTED BY THE COLLEGE RECIPIENT\*\* AND all approval signatures must be received. This completed form serves as verification of inspection and acceptance.***

Organization/Name of Donor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

***Donation Information (Completed by NWLTC Campus Dean Recipient):***

Description of Prospective Item(s) to be Donated:

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Original Value: \$  Current Fair Market Value\*: \$

***\*Current fair market value is agreed upon between donor and the College and is verified by the College recipient. All items with a current fair market value of \$1,000 or more must be inventory-tagged as state property.***

Location of item(s) to be donated: \_\_\_\_\_

**Response by Prospective NWLTC Campus Recipient:**

Proposed purpose of the item by NWLTC (Tax ID Number 72-1470584):

Condition of Item/  
Other Comments:

Transportation of Item(s) to be provided by:

Donor

LTC

**\*\*My signature verifies that I have inspected the donated item(s), have verified the fair market value of the donated item(s), and will maintain the property in accordance with the College's property control policy.**

\_\_\_\_\_  
Signature of LTC Employee Requesting Receipt of Item

\_\_\_\_\_  
Date

*Policy Reference:*

*LTC Policy #FS300.11 Donation of Moveable Property*

*Title 34 of the Louisiana Administrative Code*

*Louisiana Property Assistance Agency (LPAA) Property Control Rules & Regulation*

*LTC Policy # FS1930.316*

*LTC Donated Funds Form #FS300.10*

Approved:



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Dr. Earl Meador  
Director