



IN-KIND DONATION OF AUB PROPERTY

Please list items contributed. Be as specific as possible. List several if necessary with the corresponding fair market value for each item. Only donors can specify the fair market price. If services were given in return for this donation then the value returned to the donor must be noted. We need this information for our accounting purposes.

		<i>Project equipment (please fill when applicable)</i>					
A-Donor	<i>Please complete the below information:</i>			<i>Company</i>	<i>Account</i>	<i>Cost Center</i>	<i>Program</i>
Donor Name:	The American University of Beirut (AUB)						
Department:					Date:		
Contact Name:				Phone Number /Ext:			
Authorized Signature:	_____			Title:			
	<i>(signature and seal)</i>						

B-Recipient	<i>Please complete the donation recipient information:</i>						
Organization:							
Full Address:							
	Email:						
	Phone Number / Cell Phone:						
Contact Name:				Title:			

C-Items Description		<i>Please list detailed description of property donated:</i>			
FSC Code <i>(Filled by MMDC)</i>	Description of property <i>(to be completed by department)</i>	Qty	Purchase Price	Fair Market Price* <i>(Filled by MMDC or Dept.)</i>	

Please give a brief explanation for donating AUB Property:

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D-Review:	Date	Authorized signature and seal
Internal Audit Office		

E-Approval:	Date	Authorized signature and seal
Office of the Vice President for Facilities		

F-Donation Receipt	<i>To be completed by the donation recipient or his delegate</i>		
Name:			Title:
Signature: _____			Date:
<i>I / We have received the items contributed, listed above in full. (section C of this form)</i>			
MMDC representative(s) :	Date and Signature(s): _____		

Distribution of copies

- Original Materials Management
- First copy V.P Facilities
- Second copy Internal Audit Office
- Third copy Department

* Netbook value