

**Agreement to Donate
Equipment to U of A Cooperative Extension Service**

Name of person who is donating equipment _____

County _____ District _____

If State Office, Department _____

Date of donation _____

Type of Equipment _____

Model, if applicable _____

Serial Number, if applicable _____

I agree to donate the above mentioned item to the University of Arkansas Cooperative Extension Service (CES). By donating the item to CES, I understand I abandon all personal rights to the item and agree that this item is subject to the policies and procedures regarding CES Fixed Assets. The item will be tagged with a CES inventory barcode and will be placed on the Inventory of my department or the department to which I am donating. Without exception, the donated item will be inventoried as is all property of CES.

At any time, if the item is to be transferred to another department/individual, I will complete an **MISC-374: Transfer Form**.

CES policy regarding computers is that they are to be replaced once the item has reached its four year life with CES. After four years, I agree to dispose of the item through M. & R. at which time I will complete a **MISC-374D, Disposal Form**.

I understand that CES is not responsible for purchasing a replacement for any donated computer.

Equipment Donor Signature

Date

Financial Services Approval Signature

Date

Please return completed and signed form to Financial Services

Upon receipt of signed form, a CES Barcode Tag will be issued to you for placement on item.