

# Donation of Brown University Property to a Non-Profit Organization

(For donations to non-profit charitable/community organizations)

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## Requirements:

### Send completed forms to Brown University Purchasing Department Box 1845

- Items to be donated are properly identified on the appropriate declaration of surplus property form
- Items to be donated are reviewed by ORA to ensure title may be transferred
- Items to be donated are reviewed and approved by Environmental Health & Safety to ensure items are safe and in a condition reasonable for donation
- Organization is appropriately designated as a non-profit charitable/community organization
- Department Chair or Department Head must authorize the donation
- Execution of the Release, Waiver and Indemnity for Transfer of Title to Personalty by the Director of Purchasing and the organization accepting the donation

## Department Making Donation:

Department \_\_\_\_\_ Box # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## Organization Accepting Donation:

Name \_\_\_\_\_

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

City, State, Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Copy of Non-Profit Designation Attached (501C-3)? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, other proof of non-profit status must be provided.

Contact Purchasing for more information.

## Property Being Donated:

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## Brown University Authorization for Donation:

I hereby approve the donation of the above list of property and confirm all items have been handled as required by Brown University.

Dept. Chair or Dept. Head approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Print Name \_\_\_\_\_ Title \_\_\_\_\_