

Donation of Brown University Property to a Non-Profit Organization

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

Requirements:

Send completed forms to Brown University Controller's Office, Box J

- Items to be donated are properly identified on the appropriate declaration of surplus property form
- Items to be donated are reviewed by OSP 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 University Controller 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:

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 _____