

INCOMING PROPERTY DECLARATION FORM

The Head of the College or the Director of the Department is authorized to accept loaned equipment and/or donated/transferred-in equipment. All incoming property must be declared to the Property Management Office, Procurement Services, Department Development Officer, Office of Sponsored Programs, and/or the Office of Advancement. Property Management can assist the department with proper reporting of incoming equipment. NOTE: If this is a Gift-in-Kind, contact Development and Advancement Information Services at 970-491-3416.

Department Receiving Equipment: _____ Date: _____

Department Contact Person: _____ Phone Number: _____

I AUTHORIZE ACCEPTANCE OF THE EQUIPMENT LISTED:

DEPARTMENT HEAD/DEAN SIGNATURE (Required*): _____ PRINTED NAME: _____ DATE: _____

*Use attached Letter of Acceptance or Formal Documents.

Furnishing Agency: _____ Agency Contact Name: _____

Agency Address: _____ Phone Number: _____

Additional Information: _____

This request is for (select one):

Equipment that will be on loan to CSU by a Vendor for more than 30 days. CSU will not have title.

Attach a copy of the Loan Contract.

Estimated date of receipt _____ Estimated date of return _____

The value of loaned equipment is determined by the price listed on the contract.

Equipment that will be on loan to CSU by a Sponsor or Federal Agency for more than 30 days. CSU will not have title (select one):

Equipment is on an active 53. Active 53 Fund _____ OSP Notified ___ YES ___ NO

Equipment is on a retired 53. Retired 53 Fund _____ Equipment should not remain on a retired 53 fund, please provide the continuing 53 Fund _____

Attach a copy of the Loan Contract.

Estimated date of receipt _____ Estimated date of return _____

The value of loaned equipment is determined by the price listed on the contract.

Donated/Transferred-In to Colorado State University by another University, Vendor or Agency. CSU will have title (select one):

This is a direct **donation** from a Vendor or outside party and there will be no tax benefits for the donor. The Department will not be submitting a Gift-in-Kind Transmittal Form to the Office of Advancement.

This is a **transfer** from another University, Sponsor or Federal Government Agency and there will be no tax benefits for the releasing agency.

Check here if 53 fund related. List 53 Fund _____ Is the 53 ___ Active ___ Closed

For Active 53's has OSP been contacted? ___ YES ___ NO

Title is being released to CSU for equipment that was previously Sponsor or Federal titled or has been on loan to CSU.

Check here if 53 fund related. List 53 Fund _____ Is the 53 ___ Active ___ Closed

For Active 53's has OSP been contacted? ___ YES ___ NO

The value for equipment donated or transferred-in is determined by the fair market value or an appraised value. Appraisals may be requested from CSU's Surplus Department or performed by a certified 3rd party. Attach a copy of the appraisal.

NOTE: FOR DONATED OR TRANSFERRED-IN EQUIPMENT, BELOW SIGNATURE IS REQUIRED FROM RELEASING AGENCY

I AUTHORIZE RELEASE OF THE EQUIPMENT LISTED:

AUTHORIZED SIGNATURE OF RELEASING AGENCY (Required*): _____ PRINTED NAME: _____ DATE: _____

*Use attached Letter of Release or Formal Documents.

LIST OF EQUIPMENT CSU IS RECEIVING AS LOANED, DONATED OR TRANSFERRED-IN. USE SUPPLEMENTAL PAGE.

*Use attached List of Equipment or Formal Documents. NOTE: Other provided equipment lists must include information requested on the Supplemental Page.

SUBMIT THIS FORM (INCLUDING OTHER REQUIRED DOCUMENTS) TO: PROPERTY MANAGEMENT 6003 CAMPUS DELIVERY

SUPPLEMENTAL PAGE

USE BELOW TO LIST EQUIPMENT CSU IS RECEIVING

Equipment is Loaned* Donated/Transferred-In* Title Release, list previous decal number(s): _____

| | | | | | |
|---------------|---|---------------|---|---------------|---|
| Description | | Description | | Description | |
| Yr. Built | | Yr. Built | | Yr. Built | |
| Vendor | | Vendor | | Vendor | |
| Manf. | | Manf. | | Manf. | |
| Model | | Model | | Model | |
| Serial # | | Serial # | | Serial # | |
| Building # | | Building # | | Building # | |
| Room # | | Room # | | Room # | |
| Asset Rep. | | Asset Rep. | | Asset Rep. | |
| *Acq Cost/FMV | / | *Acq Cost/FMV | / | *Acq Cost/FMV | / |

| | | | | | |
|---------------|---|---------------|---|---------------|---|
| Description | | Description | | Description | |
| Yr. Built | | Yr. Built | | Yr. Built | |
| Vendor | | Vendor | | Vendor | |
| Manf. | | Manf. | | Manf. | |
| Model | | Model | | Model | |
| Serial # | | Serial # | | Serial # | |
| Building # | | Building # | | Building # | |
| Room # | | Room # | | Room # | |
| Asset Rep. | | Asset Rep. | | Asset Rep. | |
| *Acq Cost/FMV | / | *Acq Cost/FMV | / | *Acq Cost/FMV | / |

| | | | | | |
|---------------|---|---------------|---|---------------|---|
| Description | | Description | | Description | |
| Yr. Built | | Yr. Built | | Yr. Built | |
| Vendor | | Vendor | | Vendor | |
| Manf. | | Manf. | | Manf. | |
| Model | | Model | | Model | |
| Serial # | | Serial # | | Serial # | |
| Building # | | Building # | | Building # | |
| Room # | | Room # | | Room # | |
| Asset Rep. | | Asset Rep. | | Asset Rep. | |
| *Acq Cost/FMV | / | *Acq Cost/FMV | / | *Acq Cost/FMV | / |

| | | | | | |
|---------------|---|---------------|---|---------------|---|
| Description | | Description | | Description | |
| Yr. Built | | Yr. Built | | Yr. Built | |
| Vendor | | Vendor | | Vendor | |
| Manf. | | Manf. | | Manf. | |
| Model | | Model | | Model | |
| Serial # | | Serial # | | Serial # | |
| Building # | | Building # | | Building # | |
| Room # | | Room # | | Room # | |
| Asset Rep. | | Asset Rep. | | Asset Rep. | |
| *Acq Cost/FMV | / | *Acq Cost/FMV | / | *Acq Cost/FMV | / |

**The value of loaned equipment is determined by the Acquisition Cost (use left side of "/" mark) listed on the contract. The value for equipment donated or transferred-in is determined by the fair market value/appraised value (use right side of "/" mark). Appraisals may be requested from CSU's Surplus Department or performed by a certified 3rd party. Attach Loan Document(s) (showing value) or Appraisal(s) for Donations/Transfers.*