

Donated Materials Tracking Sheet
Technology Department

Description of Donated Material(s):

Vendor Contact Information (please print):

Name: _____

Address: _____

Tel: _____

Email: _____

Material Disbursement:

Are the material(s) to be used for a specific project; Y, N, (if yes, which project)

Are the material(s) to be placed into stock; Y, N, (if yes, where will they be stored)

Other (describe)

Date Received: _____

Received By: _____
(print name) (signature)

Special Instructions (e.g. disable air bags, clean before use, use lifting device, special handling req'd, etc.):
