

Donation Request Form

The “**Donation Request Form**” shall be used by State of Alaska departments for reporting excess State of Alaska property to be processed via donation to a government entity or non-profit organization.

Departments shall complete the “Required Information from Submitting State Department” section below and provide the required property information on the “**Donation Request Form Continuation Page.**” Two (2) excess property items can be identified on each continuation page. Multiple continuation pages can be submitted with a Donation Request Form.

For “**controlled**” property (fixed asset tracked in the Integrated Resource Information System), departments shall attach the completed Donation Request Form, Donation Request Form Continuation Page(s), and Media Disposal Assurance Form (if applicable - applies to electronic media) to the fixed asset disposition document (FD) created in the Integrated Resource Information System, for review approval/disapproval by the State Property Manager.

For “**non-controlled**” property (fixed asset not tracked in the Integrated Resource Information System), departments shall e-mail the completed Donation Request Form, Donation Request Form Continuation Page(s), and Media Disposal Assurance Form (if applicable - applies to electronic media) to the State Property Manager at the following e-mail address for review and approval/disapproval: matthew.moore@alaska.gov.

Note: Excess property shall not be processed via donation until approved by the State Property Manager or approved designee.

Required Information from Submitting State Department

Department/Division:

_____ / _____

Department employee submitting request:

Name (print): _____

Title: _____

Phone#: _____

Date request submitted: _____

Total number of excess property items submitted for donation:

_____ items

Continued on next page

Statement of need and significant impacts (if any) should the donation be denied:

Statement of why the donation is in the best interest of the State of Alaska:

Name, physical address, and contact information of government entity or non-profit organization accepting the donation:

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Donation Request Form - Continuation Page

State of Alaska departments shall provide the required property information below. Two (2) excess property items can be identified on each continuation page. Departments should use multiple continuation pages if necessary.

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|--|
| Property Description (make, mdl, type): _____ |
| Property Condition (check the appropriate box): Poor <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/> |
| Property Tag Number (if applicable) : _____ Serial Number (if applicable): _____ |
| IRIS Fixed Asset Number (only applicable if the property is tracked in IRIS): _____ |
| Property Location (provide physical address): _____ |
| Estimated Value of Property:\$ _____ |

Property Management Office use only

State Property Manager or approved designee approves the excess property item above for donation: Yes No Print Name: _____
Signature: _____
Date: _____

| |
|--|
| Property Description (make, mdl, type): _____ |
| Property Condition (check the appropriate box): Poor <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/> |
| Property Tag Number (if applicable) : _____ Serial Number (if applicable): _____ |
| IRIS Fixed Asset Number (only applicable if the property is tracked in IRIS): _____ |
| Property Location (provide physical address): _____ |
| Estimated Value of Property:\$ _____ |

Property Management Office use only

State Property Manager or approved designee approves the excess property item above for donation: Yes No Print Name: _____
Signature: _____
Date: _____