

Request and Approval to Donate Small Equipment, Small Furniture, Materials & Supplies

Purpose & Scope

This form will document the procedures to donate to Maryland schools, charities, and other approved 501 (c) (3) organizations excess Small Equipment, Small Furniture, Materials, and Supplies that are no longer needed for general business use by the Maryland Judiciary.

Request, Approval, Receipt

Requester

Date: _____

Name: _____

Contact Information: _____

Court/ Office Location: _____

Description of Small Equipment, Small Furniture, Materials & Supplies:

Administrative Head for Court/ Office Location

Verified- These items are no longer needed for general business use. Confirmed _____

Date: _____

Name: _____

Signature: _____

Donee Name

Name: _____

Address: _____

Phone and email: _____

AOC Operations

Date: _____

Name: _____

Contact Information: _____

501 (c) (3) organization status verified Yes _____ No _____

These items are not fixed assets covered under the Maryland Judiciary Inventory Control Manual.

Verified: Yes _____

Approval *State Court Administrator or designee*

Signature: _____

Date: _____

Name: _____

Contact Information: _____

Receipt by Donee

I hereby acknowledge receipt of the items listed and further acknowledge that all items are "as is" and final.

Signature: _____

Date: _____

Name: _____

Contact Information: _____