**WASHOE COUNTY**
**[1]PROPERTY DONATIONS FORM**

Department: Washoe County Human Services Agency

Contact: Pamela Mann (Name) 775-785-5652 (Telephone Number)

Donor: Henry Schein, Inc

Property Description: 300 backpacks with notebooks and supplies

Date of Donation: June 2, 2022

Estimated Age of Donated Property: New/Used

[2]Fair Market Value: $ 12,000.00 BCC Agenda Date: 7/19/2022

[3]Fair market value determined by: Donors and others

Maintenance requested: Yes ☐ No ■ Identify type (Auto, Electronics, etc):

Risk Management shall be notified of all donated property: [4]Indicate date of notification:

cc: Purchasing
Comptroller
Risk Management

[1] Applicable for office furniture, fixtures and equipment donated to the County.
[2] Donations of items with fair market value in excess of $3,000 must be approved by the Board of County Commissioners. Indicate date approved or planned for approval.
[3] Fair market value should be estimated based on the age, remaining useful life of the items and/or comparative values in the market place.
[4] Once notified of the acquisition, Risk Management will follow-up with Department to determine insurability and replacement cost.