



WASHOE COUNTY
¹PROPERTY DONATIONS FORM

Department: _____

Contact: _____
(Name) (Telephone Number)

Donor: _____

Property Description: _____

Date of Donation: _____

Estimated Age of Donated Property: _____

²Fair Market Value: _____ BCC Agenda Date: _____

³Fair market value determined by: _____

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

Risk Management shall be notified of all donated property: ⁴Indicate 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.

The Agency is also requesting that the Board accept the following items donated to Homeless Services to support welfare activities retroactive for the period July 1, 2024 through September 30, 2024:

Donor Name	Donated Items	Estimated Market Value
Sack Lunch Ministry – Trinity Episcopal Cathedral	200-250 pairs of unisex socks, medium and large	unknown
Sundance Books and Music	3 boxes of books	\$300.00
Pamela C.	Men’s and women’s shoes, women’s shirts, women’s shorts, Depends	\$974.00
Caleb	780 first aid kits	\$16,000.00
Donations Total		\$17,274.00