



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.