Donated Property Form

This form is used to report gifts of property to Mercer University with fair market value in excess of $5,000. Property is defined as anything with a useful life of more than one year and a value of $5,000. All property donations must comply with the IRS regulations. The fair market value of the property received must be supported by an independent appraisal and attached to this form.

Donated Property
Description:________________________________________________________________________

Fair Market Value:________________________________________________________

Donor Information:________________________________________________________________________

Date of Donation:________________________________________________________

Department taking ownership/responsibility of the property:________________________________________

Donated Property Building Location:________________________________

Donated Property Room Number:____________________________________________

Donated Property Use: Please circle one

  Instruction
  Department Funded Research
  Funded Research
  Departmental Administration
  Deans Office
  Library
  Administrative

Signature of the Responsible Person:______________________________________________

Signature of the Advancement Office:______________________________________________

To be completed by the Fixed Asset Accountant:
Asset number assigned:__________________________

July 2007