CSU EAST BAY

Property Donation Checklist

1. Initiating Correspondence (includes e-mails, letters, etc.)

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?

2. Letter from the proposed Recipient of CSU donated property.

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?

3. Copy of the IRS statement of determination documenting the Recipient organization is a registered 501 (c) (3) organization.

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?

4. Evidence that items to be donated **have first been** offered to any other University department.

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?

4. If any office equipment which contains data storage and retrieval such as a computer is involved, a **copy from the IT Department certifying data** has been purged and the unit wiped to comply with CSUEB Information Security Office requirements.

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?

5. A signed official letter from the Recipient, on its organizational letterhead, that lists the property numbers of the items accepted.

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?

6. Copy from PeopleSoft system verifying the items are removed from the department’s inventory.

Yes \_\_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Why?