

**Attachment D**

**Fashion Institute of Technology**  
**Inventory Control Form**  
**For**  
**Acceptance of Donated Equipment**

Description of Equipment: \_\_\_\_\_  
\_\_\_\_\_

Condition of Equipment: \_\_\_\_\_  
\_\_\_\_\_

Intended College Use of Equipment: \_\_\_\_\_  
\_\_\_\_\_

Equipment Donor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Estimated Value of Equipment: \_\_\_\_\_

Source of Valuation: \_\_\_\_\_

Department Equipment Assigned To: \_\_\_\_\_

Location (Building, room #): \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

Approved By:  
Department Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean or Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

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**Directions**

- 1. Complete the Inventory Control Form
- 2. Send original completed form to Operational Services, Attn: Asset Management, and a copy to the Educational Foundation, Attn: Director of Development Services
- 3. Photocopy form for departmental records
- 4. Have the Contact Person available to assist Asset Management in tagging the donated equipment