

STATE AGENCY MONTHLY DONATION
REPORT OF SURPLUS PERSONAL PROPERTY

DATE (Month and year)

FORM APPROVED 12-1-11
29-R0247

TO

FROM (Give name of Reporting State Agency)

DESCRIPTION OF ITEMS	ACQUISITION		
	SUBTOTAL	TOTAL	
A. BEGINNING INVENTORY			
B. PROPERTY RECEIVED			
1. From Federal Agencies	\$		
2. From other State Agencies	\$		
3. From overseas	\$		
4. Other receipts	\$		
5. TOTAL			
C. PROPERTY DONATED			
1. PUBLIC AGENCIES	a. Conservation	\$	
	b. Economic development	\$	
	c. Education	\$	
	d. Parks and recreation	\$	
	e. Public health	\$	
	f. Public safety	\$	
	g. Two or more of the above	\$	
	h. Other	\$	
	i. TOTAL OF PART 1	\$	
	2. NONPROFIT INSTITUTIONS OR ORGANIZATIONS	a. Education	\$
b. Public health		\$	
c. TOTAL OF PART 2		\$	
GRAND TOTAL OF PARTS 1 AND 2			\$
D. OTHER DISTRIBUTION			
1. Transfer to other State Agencies	\$		
2. Return to Federal Agency	\$		
3. Sold	\$		
4. Abandoned or destroyed	\$		
5. Other adjustments	\$		
6. TOTAL			\$

DESCRIPTION OF ITEMS	ACQUISITION COST (Unit Price)	
	SUBTOTAL	TOTAL
F. METHOD OF DISTRIBUTION		
1. From State Agency facility	\$	
2. Direct from holding agency	\$	
3. TOTAL		\$
G. DISTRIBUTION TO PUBLIC AGENCIES		
1. State	\$	
2. Local	\$	
3. TOTAL		\$

REMARKS (Continue on separate sheet, if necessary)

TYPED NAME AND TITLE OF APPROVING OFFICIAL

SIGNATURE OF APPROVING OFFICIAL

DATE