

Donated Materials Tracking Sheet  
Technology Department

**Description of Donated Material(s):**

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**Vendor Contact Information (please print):**

Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Material Disbursement:**

Are the material(s) to be used for a specific project; Y, N, (if yes, which project)

Are the material(s) to be placed into stock; Y, N, (if yes, where will they be stored)

Other (describe)

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Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_  
(print name) (signature)

Special Instructions (e.g. disable air bags, clean before use, use lifting device, special handling req'd, etc.):

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