

DONEE PROPERTY UTILIZATION REPORT

Donee Institution: _____ Phone: _____

Address: _____

Invoice No.: _____ State Appl'n No.: _____

Item and Description: _____

Date Acquired: _____ Acq. Cost: _____

To Be Completed by Donee:

Date item was put into use: _____

COMMENTS: A brief summary on its utilization by our institution.
Please give details on how and where using item(s).

Authorized Representative

Date