

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