



TEXAS DEPARTMENT OF CRIMINAL JUSTICE

PERSONAL PROPERTY DONATION

THE STATE OF TEXAS §
 COUNTY OF _____ §

Unit Name: _____
 Contact Name: _____
 Telephone/Ext.: _____

KNOW ALL MEN BY THESE PRESENTS:

That I, _____ of _____ County, State of _____, in consideration
 (Printed name)

of my desire to contribute to the economic well-being of taxpayers of the State of Texas, do hereby give, grant, confirm, and convey unto the TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ), an agency of the STATE OF TEXAS, all and singular the following described property (and any other article[s] listed on the attached sheet[s]):

Description of Items Donated	Qty	Manufacturer Model & Serial Numbers	Original Acquisition Date	Fair Market Value Unit Cost	Fair Market Value Total Cost
Example: Folding Chairs	15	N/A	2000	\$5.00	\$75.00
1.					
2.					
3.					
4.					

TO HAVE AND TO HOLD the above-described property to the TDCJ of the STATE OF TEXAS, its successors and assigns forever.
 I acknowledge that I am responsible for determining the fair market value of the item being donated and that TDCJ, the TEXAS BOARD OF CRIMINAL JUSTICE, and the STATE OF TEXAS have no duty to verify such fair market value.
 I understand that donated items valued at \$500 or more are subject to approval by the TEXAS BOARD OF CRIMINAL JUSTICE, all other donations are subject to approval by the Director of Accounting and Business Services.
 I also understand that some donations are accepted on a conditional basis until which time they are deemed and certified as worthy for the purpose for which they are being donated. If my donation does not prove worthy for its intended use, I understand that it will be returned to me.

IN TESTIMONY whereby, witness my hand this _____ day of _____, 20 _____.

Grantor's signature: _____

Authorized Representative of: _____ (if applicable)
 Print Business/City/County/Entity Name

WARDEN/DIVISION HEAD: All forms are due within 15 days of signature including any additional departmental approval from below:

- Computer Equipment-send to IT (John Day, Program Administrator II) Separate IT Approval Form
- Any Building/Building Equipment (ie. 13,000 BTU AC Unit, Generator, Heat Pump) – send to Facilities (Frank Inmon, Director) Separate IOC Approval
- Vehicles, Highway Equipment and Trailers-send to Fleet Management Department (Craig Wilson, Manager) Separate Vehicle Assessment Form
- Animals-send to Agribusiness, Land & Minerals (Matt Demny, Director) Separate IOC Approval

STATEMENT BY WARDEN OR DIVISION HEAD:

This is to acknowledge willingness to accept the above-mentioned donation when approved by the TEXAS BOARD OF CRIMINAL JUSTICE AND/OR DIRECTOR OF ACCOUNTING AND BUSINESS SERVICES for the intended use of _____.

 Warden or Division Head's signature Date