



REQUEST FOR PROPERTY CONTROL DECAL FOR DONATED ITEMS

Date: _____

Description of Donated Item:

Name of Donor:

Estimated Value: _____

Department Qual: _____

Department Name: _____

Campus: _____ Room No: _____

Employee Name: _____

Phone Number: _____

Requested by: _____

Signature: _____ Date: _____

Donation letter must be included.

PC Decal #: _____ Serial #: _____

When form is completed, send or fax to: Maria Halloran,
Property Management, North Campus
Fax 7-1661