



**BRAZOS COUNTY, TEXAS
ACCEPTANCE OF DONATED/AWARDED PROPERTY
DONATION OF COUNTY PROPERTY**

Date: June 2, 2021

Acceptance of Donated/Awarded Property
(Awarded property requires signed court documentation)

Donation of County Property

Acceptance of Donated Inmate Property
(Requires signed inmate documentation – NO VALUE ASSESSED)

Item Description: Furniture

Please provide all information requested below as applicable to the property being accepted or donated. Forms containing any blank fields will be returned for completion.

Make: _____ Model: _____ Year: _____ SN/VIN #: _____

Functional Non-Functional. Explain if Non-Functional _____

Additional Description/Information: Qty 47 Cubicles to include desks, filing cabinets, and storage bins. Qty 5 office desks

Estimated Value: \$50,000

Acceptance of Donated Property	Donation of County Property
Check the appropriate account based on estimated value of property being accepted: <input type="checkbox"/> 61235000 (Donation - Other)* <input type="checkbox"/> 60010000 (No Asset Tag - Under \$500) <input checked="" type="checkbox"/> 67010000 (Minor Property - \$500 - \$4999) <input type="checkbox"/> 80010000 (Capital Property - Over \$5000)	Check the appropriate entity property being donated to: Government Entity: _____ <div style="text-align: right;">Organization Name</div> Other (Due to Statutory requirements prior approval is required by Purchasing: _____ <div style="text-align: right;">Organization Name</div>

**Donation - Other account 61235000 is to be used ONLY for cash/check funds donated to Brazos County.*

I certify that the above-mentioned item has been donated or awarded to Brazos County. This item has been received in good faith and upon approval by Commissioner's Court will become a part of the General Fixed Asset Account of Brazos County. The determination to accept or reject the donation will be made at the sole discretions of Commissioners Court based upon such things as usefulness, projected operating, maintenance and insurance costs.

Requesting Department: Purchasing
Department Name

[Signature]
Authorized Signature

Organization Receiving Donated Property: N/A
Authorized Signature

Approved by Commissioners Court on this _____ day of _____.

Commissioners Court Approval