

ASSET DONATION FORM - PROCEDURES / ROUTING INSTRUCTIONS

1. **Donating Dept.:** Complete Donation Form. Attach Receiving Agency request letter for items. [**Request Letter: Must be on Receiving Agency's letterhead (e-mail not acceptable); Address the request to UHCL's Associate VP of Finance; Include purpose/use of the equipment requested; Include a brief list of items requested.**] Fill in Dept Name and Dept. ID; Receiving Agency Name and Agency No.; List of items: Description, Quantity, FMV, Year Acquired, Condition.

2. **Donating Dept.:** Sign Donation Form by Department Head. If any donated items are Tagged with UHCL Property Tag, the Donation Form must be signed by Dept. Property Custodian.

3. **Donating Dept.:** Route signed Donation Form, and attachments, to Asset Management/General Accounting (Box 104).

4. **Asset Management:** Review Donation Form. Obtain Finance Dept. signature approval. Return approved Donation Form to Donating Dept. (retain a copy)

5. **Donating Dept.:** Contact Receiving Agency for pickup date, time, campus location. Coordinate pick-up date with UHCL dock if necessary. If any items are tagged with UHCL property tag #, communicate date, time, campus location to Asset Management (to remove property tags). Note - Donating Dept. cannot transport items to Receiving Agency.

6. **Donating Dept.:** Obtain Receiving Agency signature and date when items are physically picked up. Give Receiving Agency a copy of Donation Form.

7. **Donating Dept.:** Return completed, original Donation Form to Asset Management/General Accounting (Box 104).

8. **Asset Management:** Post transactions as required; maintain documents for audit.

[For assistance, contact UHCL General Accounting, Asset Management 281-283-2142 or email \[GeneralAcctg@uhcl.edu\]\(mailto:GeneralAcctg@uhcl.edu\).](#)

Donations are made in accordance with Section (b) and (c) of TEX GV. CODE ANN. § 2175.304 : Texas Statutes - Section 2175.304: EXCEPTION FOR INSTITUTIONS OF HIGHER EDUCATION:

(b) The governing board of each university system or institution or agency of higher education included within the definition of "state agency" under Section 2151.002 shall establish written procedures for the disposition of surplus or salvage property of the system, institution, or agency. The procedures shall allow for the direct transfer of materials or equipment that can be used for instructional purposes to a public school or school district, or an assistance organization designated by the school district, at a price or for other consideration to which the system, institution, or agency and the public school or school district or the assistance organization agree or for no consideration as the system, institution, or agency determines appropriate.

(c) The procedures established under Subsection (b) must give preference to transferring the property directly to a public school or school district or to an assistance organization designated by the school district before disposing of the property in another manner. If more than one public school or school district or assistance organization seeks to acquire the same property on substantially the same terms, the system, institution, or agency shall give preference to a public school that is considered low-performing by the commissioner of education or to a school district that has a taxable wealth per student that entitles the district to an allotment of state funds under Subchapter F, Chapter 42, Education Code, or to the assistance organization designated by such a school district.