



TEXAS DEPARTMENT OF CRIMINAL JUSTICE

DONATION FORM

Unit Name: _____

Contact Name: _____

Telephone/Ext.: _____

Donor Name: _____

Please Print Individual's Name

Entity Name/Address: _____

Description of Items Donated	Qty	Manufacturer, Model & Serial Numbers	Original Acquisition Date	Fair Market Value Unit Cost	Fair Market Value Total Cost
Example: <i>Folding Chairs</i>	<i>15</i>	<i>N/A</i>	<i>2000</i>	<i>\$5.00</i>	<i>\$75.00</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Sub Total - Page 1					
(If applicable) Sub Total - Page 2 (Continuation Page)					
Total Donation Amount (\$)					

I acknowledge that I am responsible for determining the 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 upon receipt of a completed donation form.** 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.

Donor's signature: _____

Date: _____

WARDEN/DIVISION HEAD: This Section to be completed by Division Head (if applicable)

- ☐ Information Technology Equipment (*including but not limited to computers, radio equipment, printers, and fax machines*)- IT Donation Recommendation Form Required
☐ Any Building/Building Equipment – Written approval required and attached from the Facilities Division Director
☐ Vehicles Highway Equipment and Trailers - Written approval required and attached from the Fleet Management Division Director
☐ Livestock/Animals – Written approval required and attached from the Manufacturing, Agribusiness, and Logistics Division Director

For more information, please refer to the Donations Friendly Reminders and/or Property Procedures Manual.

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:

- ☐ Chaplaincy Department ☐ Inmate Consumption
☐ Unit Use ☐ Inmate Use

Warden/Dept Head Signature _____

Date _____

Division Head Signature (*if applicable*) _____

Date _____

Completed donation forms, with all signatures, shall be emailed to property.accounting@tdcj.texas.gov no later than 30 days from donor's signature.

Approvals/disapprovals shall be sent to respective division/department by Accounting and Business Services.



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Continuation page...

2 of 2

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11.					
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40.					
Sub Total - Page 2 (Continuation Page)					