[Date]

**MEMORANDUM**

**To:** Capital Asset Management, MSU

**From:** PI of equipment, MSU Department

**Subject**: Gift / Transfer of Capital Assets

[department] has decided to gift/transfer equipment to the following non-MSU entity due to [reason to gift should be indicated here: MSU affiliate with coordinated work, cost to transport, no longer usable and location outside of MSU Surplus service area are some examples]

The entity who will receive and assume responsibility for the items:

Name of Person:

Name of Business:

Address of Business:

Contact Information:

The assets being transferred are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Tag # | Asset # | Book Value |
| Example 1 | 123456 | 537123 | $17,262.15 |
| Example 2 | 234567 | 537234 | $5,576.00 |

If you have any questions on this matter, please contact [Name of department contact, contact information for department donating items on behalf of MSU]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Dean/Chair, Date

cc: MSU Capital Asset Management

MSU Surplus Store & Recycling