



ASUB Standard Operating Procedure – 6001

Standard Operating Procedure Synopsis

Title: **CAREER EDUCATION PROPERTY DONATION INTAKE PROCESS**

Approval Date: October 7, 2020

Revision Date, if applicable:

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Annual Review Month: October

Responsible Officer (RO): Vice Chancellor for Academics/Chief Academic Officer

Standard Operating Procedures Manager (PM): Dean of Career Education

A. Purpose and Scope

This standard operating procedure outlines the process for receiving and documenting the delivery and receipt of equipment to Arkansas State University-Beebe’s Career and Technical Education (CTE) programs for donation for student training purposes.

B. Definitions

CTE – Career and Technical Education

C. Procedures

In the event an ASU-Beebe college employee or community member wishes to donate a piece of equipment for student training purposes by an ASU-Beebe CTE program, the following steps must be followed:

1. Interested parties contact the CTE program director/coordinator to discuss delivery of equipment for donation to the program for training purposes. The college reserves the right to accept or refuse any donation request.

2. The program director/coordinator will provide and review the *Property Intake Form* with the employee/community member asking to donate. Make certain the form is marked YES for donation and an estimated value is stated.
3. The program director/coordinator will collect any titles or ownership transfer documents at the time of donation.
4. The program director/coordinator will provide copies of titles, ownership documents and *Property Donation Intake Form* to:
 - a. Program director/coordinator
 - b. Donor
 - c. Division/college
 - d. Institutional Advancement
 - e. Designated SharePoint Folder

D. Related Information

PROPERTY DONATION INTAKE FORM

Date: ____/____/____

I, _____, agree to donate the following property to ASU-Beebe Career and Technical Education program that is valued at \$_____.

Name of donor/organization _____

Name and description of property _____

Year: _____ Make: _____ Color: _____

Model # _____ Serial/VIN/PIN# _____

Brief description of the property as to condition and possible uses: _____

It is understood that this property is being donated to the ASU-Beebe Career and Technical Education program listed above and may be used as a training device or to raise funds for the organization and disposed of at the discretion of the ASU-Beebe division of Career and Technical Education. All titles and ownership will be transferred at the time of the donation.

Donor Signature

Phone

Mailing Address

City

State

Zip

Print Name – Career Education Representative

____/____/____
Date

Signature – Career Education Representative