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## ASUB Standard Operating Procedure – 6001

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### Standard Operating Procedure Synopsis

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

Approval Date: October 7, 2020

Revision Date, if applicable:

Review Date(s): November 3, 2021; October 26, 2022; October 25, 2023; November 4, 2024

Annual Review Month: October

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

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

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### A. Purpose and Scope

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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.

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### B. Definitions

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*CTE* – Career and Technical Education

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### C. Procedures

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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

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**D. Related Information**

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**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: \_\_\_\_\_

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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