

This form is for Research Foundation, Tower Foundation, and University Advancement use only. Use this form to report monthly university capital assets donation of equal or more than \$5,000.

Email form to Daisy Phan, Accounting Services, at daisy.phan@sjsu.edu . In the subject line of the email, enter: **Capital Assets Donation Summary- Report Period: Month/Fiscal Year** (example: Capital Assets Donation Summary Report Period: July - 2017/2018).

I. Reporting Period

This report is for the month of _____ in Fiscal Year ____ / ____ .

II. Contact Information

Name: _____ Email: _____ Phone: _____
 Entity/Department: Research Foundation Tower Foundation University Advancement

III. Item Description

Item Description, Donation Date, and Fair Market Value should match the information on the [Donated Property](#)¹ or [Non-Monetary Gift Acceptance](#)² form. Refer to the university [Asset Services Procedure Manual](#)³ Donated Equipment and Gift section for details.

| Item Description | Donation Date | Fair Market Value | PI Name ⁴ | Job Ledger Number ⁵ |
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¹ Donated Property form: https://www.sjsu.edu/fabs/docs/donated_property_form.pdf
² Non-Monetary Gift Acceptance form: https://www.sjsu.edu/towerfoundation/docs/non-monetary_gift_acceptance_fillable.pdf
³ Asset Services Procedure Manual: https://www.sjsu.edu/fabs/docs/asset_svcs_manual.pdf
⁴ For Research Foundation
⁵ For Research Foundation.