

UNLV PROPERTY CONTROL

702-895-0864

property@unlv.edu

UNLV.edu/propertycontrol

PROPERTY RELEASE FORM

When a department ("Donor Department") seeks to gift (or offer as a prize in a drawing/raffle to stimulate interest in a program) an item of UNLV property to an outside person or entity ("Recipient"):

- The Donor Department must:
 - Complete this Equipment Release Form (below) and submit it to Property Control
 - Submit to property@unlv.edu
 - Complete the [Non-Cash Giveaway form](https://www.unlv.edu/sites/default/files/page_files/3/Non-Cash-Giveaways-FINAL-2.pdf) (with recipient):
 - https://www.unlv.edu/sites/default/files/page_files/3/Non-Cash-Giveaways-FINAL-2.pdf
 - Submit to: accountspayable@unlv.edu
 - Instruct the recipient of their responsibilities as listed below
- Property Control must:
 - Establish the Fair Market Value of the property
 - Administer in AssetWorks the disposal of the Property
- Accounts Payable must:
 - Receive/file the Donor Department+Recipient's completed Non-Cash Giveaway form (as per above)
 - Prepare and issue any subsequent tax forms as appropriate/required
- Recipient must:
 - Work with the Donor Department to complete the Non-Cash Giveaway form (as per above)

DONOR DEPARTMENT NAME		APPROVING DIRECTOR NAME		APPROVING DIRECTOR EMAIL	
IS THE PROPERTY TO BE RELEASED AN ASSETWORKS REGISTERED ASSET WITH A PROPERTY CONTROL TAG/BARCODE?					
YES/NO		(IF YES) TAG NUMBER		(DONOR DEPT)	(PROP CTRL) FAIR
PROPERTY DESCRIPTION					
JUSTIFICATION / INFORMATION					
RECIPIENT NAME				RECIPIENT EMAIL	
APPROVING DIRECTOR SIGNATURE – PROPERTY CONTROL				DATE	