



Asset Donation Form

I wish to donate the item/s listed below to the Village Links Members Club Inc, to become the property of the Club and included in its Asset Register.

| | |
|---------------|---------|
| Name: (print) | Dated: |
| Email: | Villa: |
| Phone: | Mobile: |

PLEASE LIST DONATIONS ON REVERSE SIDE OF THIS FORM

| | | |
|---|-----|----|
| Are the donated items mechanically safe to use? | YES | NO |
| Are the donated items electrical tools? | YES | NO |
| Do electrical items have a current electrical safety tag? | YES | NO |
| If not currently tagged, item to be stored without use until next test and tag. | YES | NO |
| Location where donated equipment will be stored. | | |

| | |
|---|--------------|
| Signed: _____ (Person making donation) | Dated: _____ |
|---|--------------|

TO BE COMPLETED BY CLUB SECRETARY

| | | |
|--|-----|----|
| Items have been added to the asset register: | YES | NO |
| Letter to person donating items | YES | NO |
| Copy of form and letter filed | YES | NO |

| | |
|---------------------------|-------|
| Signature: (Secretary) | Date: |
|---------------------------|-------|

LIST OF ITEMS DONATED

| No | Description | Brand | Model | Serial Number |
|----|-------------|-------|-------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |