

GIFT OR LOAN OF PERSONAL PROPERTY

(For gift or loan of items for museum collections use form DPR 925 or DPR 926)

OWNER'S NAME	PHONE NO.
OWNER'S ADDRESS	
AGENT'S NAME (when applicable)	PHONE NO.
AGENT'S ADDRESS	
DESCRIPTION OF ITEM(S) (attach additional sheets as needed) <input type="checkbox"/> Additional sheet(s) attached	
ESTIMATED VALUE OF ITEM(S) LISTED (this is to notify the State of the owner's estimate and is not binding on the State) \$	
<p>In conformity with California State Government Code Section 11005, Public Resources Code 5005 and California Department of Parks and Recreation Policy, I (we) do hereby, <input type="checkbox"/> GIVE <input type="checkbox"/> LOAN to the State of California, the item(s) listed and described above. I (we) do hereby declare that I am (we are) the lawful owner(s) of the above listed item(s) and/or have legal authority to make this gift of loan. Where the above item(s) are being loaned to the State, I (we) have read and agree to the conditions stated on the reverse side of this form.</p>	
OWNER'S OR AGENT'S SIGNATURE	DATE

APPROVALS

For equipment valued at \$5,000 or more, attach an approved DPR 504, Equipment Request. The acceptance of any donated mobile equipment, including vehicles, watercraft, etc., must be approved in advance by the Department of General Services' Office of Fleet Administration, and an approved OFA-6 (Equipment Inspection Report) and an approved OFA-160 (Vehicle Acquisition Request Form) must be attached. See Management Memo 05-08 for mobile equipment exclusions.

REVIEWER	APPROVED		SIGNATURE	DATE
	Yes	No		
DISTRICT SUPERINTENDENT OR SECTION MANAGER			▶	
DIVISION CHIEF*			▶	
DIRECTOR*			▶	
DEPARTMENT OF FINANCE*			▶	
SIGNATURE AND TITLE OF PERSON RECEIVING ITEM(S)		NAME (print or type)		REPORTING UNIT NO. DATE

ACKNOWLEDGEMENT OF LOANED ITEM(S) RELEASED TO OWNER

I (we) hereby acknowledge the release from the custody of the State of California, Department of Parks and Recreation, of the item(s) described above.

OWNER'S OR AGENT'S SIGNATURE

DATE

