

# PLEASE POST

Spring 2007

## PROPERTY NOTICE

All faculty and staff who anticipate receiving donated equipment must notify the Property Department at 874-2379 with the particulars of the transfer, including when the equipment will arrive and any needs for assistance in unloading, transporting, setting up, etc.

All donated equipment falls under our property insurance policy, which has a \$100,000 deductible. If any faculty or staff wishes to include the donation on a separate policy, contact Safety & Risk Management at 874-2618.

**Please note:** All faculty and staff who anticipate receiving donated equipment must first complete proper paperwork from the Development Office by contacting Paul Witham at 874-2024.