

Biomedical Equipment Donation Form

Please send this completed form to Angela Garcia at agarcia@globallinks.org and attach an electronic photo of the equipment to be donated.

Contact name)	Contact phone number	Contact email address
Donor Institution or Company		Current Location of Equipment
Name of Equipment	Description: Include how the equipment is used and its physical dimensions. Please also describe whether the equipment is "stand alone" or a component part.	
New <input type="radio"/> Used <input type="radio"/>	Functionality (If necessary, please elaborate in comments section)	
Manufacturer	Is equipment in working order?	Yes <input type="radio"/> No <input type="radio"/>
	Does equipment have all essential parts?	Yes <input type="radio"/> No <input type="radio"/>
	Is the operations manual available?	Yes <input type="radio"/> No <input type="radio"/>
Model #	Is the service manual available?	Yes <input type="radio"/> No <input type="radio"/>
Year manufactured	When was equipment retired? Date:	
Asset Tag #	When was equipment last serviced and by whom?	
Disposables Required Please describe the disposable supplies necessary to operate this equipment and list which, if any, are included in your offer.		
Current Storage Information Please describe how you are currently storing the unit.		
Additional Comments		

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Date Received	Delegated To	Date Response Sent	Comments