

# DONATION DROP-OFF



materials for the arts

33-00 Northern Boulevard, 3rd Floor  
Long Island City, New York 11101  
Telephone: 718-729-2171  
Web: [www.nyc.gov/mfta](http://www.nyc.gov/mfta)  
E-mail: [donations@mfta.nyc.gov](mailto:donations@mfta.nyc.gov)

Company/Organization: \_\_\_\_\_

Donor Name: ☐ Mr ☐ Ms ☐ Mrs ☐ Other: \_\_\_\_\_

☐ Business ☐ Individual ☐ Municipality ☐ Not for Profit

If Business, what kind: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Value of Donation: \$ \_\_\_\_\_

## List of Donated Items:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_
- 13 \_\_\_\_\_

## Donor's Acknowledgement

*Materials for the Arts is a reuse program and NOT a repair program. If any materials you want to donate are damaged and/or in need of repair, we reserve the right to refuse them. While we accept dummy props, we do not accept weapons such as firearms, bullets, gun powder, grenades, knives, swords, firecrackers or explosives. Additionally, we do not accept dangerous chemicals or toxic substances.*

*By signing this form you acknowledge that your donation does not contain any of the above mentioned or similar dangerous and/or unacceptable items.*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Laurie Cumbo / Commissioner / Dept. of Cultural Affairs  
David C. Banks / Chancellor / Dept. of Education

## MFTA staff use only

### Equipment Used:

- \_\_\_\_\_ Cardboard Bin
- \_\_\_\_\_ Canvas Bin
- \_\_\_\_\_ Panel Mover
- \_\_\_\_\_ Flatbed
- \_\_\_\_\_ Dolly
- \_\_\_\_\_ Pallet
- \_\_\_\_\_ On UPS shelf

### Dropped off via:

- ☐ In person
- ☐ Messenger/trucker
- ☐ Delivery
- ☐ During shopping

Person who received drop off: \_\_\_\_\_

Date of drop off: \_\_\_\_\_

Batch ID #: \_\_\_\_\_

DRIN #: \_\_\_\_\_

Computer Entry Date: \_\_\_\_\_

# DONATION LOG-IN SHEET

[illegible]