

METROLOGY INSTITUTE

Advancing the Science of Measurement

EQUIPMENT DONATION PACKET

Tax-Deductible Contributions of Measurement Equipment,
Calibration Standards, and Laboratory Instrumentation



Scan to Donate

OUR MISSION

The Metrology Institute is a 501(c)(3) nonprofit organization dedicated to advancing the science of measurement through education, workforce development, and calibration laboratory support. We support education and training for students, calibration technicians, and metrology professionals in compliance with ISO/IEC 17025:2017, NIST guidelines, and industry best practices.

ABOUT THIS PACKET

- Fillable Donation Form — Capture donor information and equipment inventory details.
- Equipment Acceptance Requirements — Condition standards and required accessories.
- Terms & Conditions — Transfer of ownership, warranties, and legal provisions.
- IRS Tax Information — 501(c)(3) status, EIN, and Form 8283 guidance for tax deductions.
- Acknowledgment Receipt — IRS-compliant donation receipt issued by the Metrology Institute.

EQUIPMENT DONATION FORM

Complete all sections. Use additional pages for multiple equipment items.

SECTION A — DONOR INFORMATION

Donor Type

Organization / Company Name

Primary Contact Name (First, Last)

Title / Position

Mailing Address

City

State / Province

ZIP / Postal Code

Country

Phone Number

Email Address

SECTION B — DONATION OVERVIEW

Donation Date

Number of Items

Estimated Total Fair Market Value

Delivery Method

Reason for Donation

If Other, Specify

Special Instructions or Notes

EQUIPMENT INVENTORY

List each item separately. Attach additional copies of this page as needed.

SECTION C — EQUIPMENT INVENTORY (Page 1 of 2)

#	Equipment Description	Manufacturer	Model / Part #	Serial #	Condition	Est. FMV (\$)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Attach manufacturer data sheets, calibration certificates, or photos if available.

EQUIPMENT INVENTORY (CONTINUED)

Continuation sheet — list additional items below.

SECTION C — EQUIPMENT INVENTORY (Page 2 of 2)

#	Equipment Description	Manufacturer	Model / Part #	Serial #	Condition	Est. FMV (\$)
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Additional Equipment Description or Notes

EQUIPMENT ACCEPTANCE REQUIREMENTS

The Metrology Institute reserves the right to decline equipment that does not meet the criteria below.

ACCEPTABLE EQUIPMENT CONDITIONS

New / Unused

Equipment in original packaging, never deployed in a production or laboratory environment.

Refurbished

Equipment that has been professionally restored to working condition with documentation of refurbishment.

Used — Working Condition

Equipment that is fully functional and suitable for calibration, training, or measurement use.

Used — Needs Minor Repair

Equipment that requires minor, non-structural repairs. Must be disclosed in the Donation Form. Acceptance is at the discretion of the Institute.

REQUIRED ACCESSORIES & DOCUMENTATION

- Power cables, adapters, and all standard accessories required for operation.
- Original or replacement probes, sensors, or transducers (where applicable).
- User manuals, operating instructions, or technical data sheets (if available).
- Most recent calibration certificate or calibration sticker/label information.
- Software installation media and associated license keys (if applicable).
- Carrying cases, protective covers, or shipping containers (if available).

COMPLETE SYSTEM CHECKLIST

The donor should verify the following before shipping or delivering equipment:

All proprietary or confidential data has been removed from equipment memory and storage.

Equipment has been cleaned and is free of hazardous materials or contamination.

Batteries have been removed or are in safe, non-leaking condition.

All listed accessories and components are included with the equipment.

Equipment is securely packaged to prevent damage during transport.

Calibration status is noted (current, expired, or unknown) on the Donation Form.

Export-controlled items have been identified and disclosed per ITAR/EAR requirements.

Software licenses are transferable, or vendor has been contacted regarding transfer.

TERMS & CONDITIONS

Please read carefully. Donor signature on the Donation Form constitutes agreement to these terms.

1. TRANSFER OF OWNERSHIP

By executing the Equipment Donation Form, the Donor irrevocably transfers full ownership, title, and interest in the donated equipment to the Metrology Institute Inc. ("the Institute"). This transfer is unconditional and takes effect upon the Institute's written acceptance of the donation. The Donor represents and warrants that it is the lawful owner of the equipment and has full authority to make this transfer, free and clear of all liens, encumbrances, and claims.

2. USE, RESALE, AND DISPOSITION RIGHTS

Upon acceptance, the Institute shall have the unrestricted right to use, modify, repurpose, sell, distribute, or dispose of the donated equipment at its sole discretion in furtherance of its tax-exempt mission. Equipment may be deployed for training programs, calibration laboratory operations, educational demonstrations, loaned to partner organizations, or sold to generate funds supporting the Institute's charitable activities. The Donor acknowledges that the Institute is under no obligation to retain donated equipment.

3. WARRANTY DISCLAIMER

THE DONATED EQUIPMENT IS PROVIDED "AS IS" AND "WHERE IS." THE INSTITUTE MAKES NO WARRANTIES AND THE DONOR DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. The Donor shall not be held liable for any defects, malfunctions, or failures of the donated equipment after transfer of ownership.

4. DATA REMOVAL CERTIFICATION

The Donor certifies that all proprietary, confidential, personal, or sensitive data has been permanently removed or destroyed from the donated equipment prior to transfer, including but not limited to calibration records containing customer data, network configurations, login credentials, and stored measurement data. The Institute assumes no responsibility for any residual data found on donated equipment.

5. SOFTWARE LICENSE TRANSFER

The Donor agrees to transfer all transferable software licenses associated with the donated equipment to the Institute, and to cooperate in completing any vendor-required license transfer procedures. If software licenses are non-transferable, the Donor shall disclose this on the Donation Form and, where possible, assist in obtaining replacement licenses. The Institute shall not be liable for software licensing compliance for non-transferred licenses.

6. EXPORT CONTROL COMPLIANCE

The Donor represents and warrants that all donated equipment complies with applicable U.S. export control laws, including the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). The Donor shall identify any equipment that is export-controlled or subject to end-use restrictions, and shall provide all required documentation, classifications (ECCN/USML), and certifications. The Institute reserves the right to decline any item subject to export control restrictions.

7. ENVIRONMENTAL & DISPOSAL COMPLIANCE

The Donor represents that donated equipment does not contain hazardous materials that would require special handling or disposal under federal, state, or local environmental regulations, unless specifically disclosed in writing. Should the Institute determine that any donated equipment requires environmental remediation or specialized disposal, the Donor agrees to cooperate and may be responsible for associated costs if hazardous materials were not disclosed at the time of donation.

8. GOVERNING LAW & JURISDICTION

These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Missouri, without regard to its conflict of law provisions. Any disputes arising under or in connection with this donation shall be subject to the exclusive jurisdiction of the state and federal courts located in Jackson County, Missouri.

9. LIMITATION OF LIABILITY

In no event shall the Institute be liable for any indirect, incidental, consequential, or punitive damages arising from or related to the acceptance, use, or disposition of donated equipment. The Institute's total liability shall not exceed the fair market value stated on the Donation Form, or \$100, whichever is less.

10. ENTIRE AGREEMENT

This Equipment Donation Packet, including the Donation Form, Equipment Inventory, and these Terms and Conditions, constitutes the entire agreement between the Donor and the Institute regarding the donation described herein. No oral or written modification shall be effective unless signed by an authorized representative of the Institute.

IRS TAX INFORMATION & DONOR CERTIFICATION

Federal tax information for charitable contribution deductions

501(c)(3) TAX-EXEMPT STATUS

Organization:	Metrology Institute Inc.
IRS Status:	501(c)(3) Public Charity — Section 509(a)(2)
EIN:	33-3341631
Effective Date:	January 10, 2025
IRS Determination:	Letter 947 (Rev. 2-2020), DLN 26053456002635
Contribution Deductibility:	Yes — under IRC Section 170
SAM.gov UEI:	G4J9NZSSHVH3

The Metrology Institute Inc. is recognized by the Internal Revenue Service as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Donations of equipment are generally tax-deductible as charitable contributions. Donors are advised to consult a qualified tax professional regarding the deductibility of their specific contribution.

IRS FORM 8283 — NONCASH CHARITABLE CONTRIBUTIONS

For noncash charitable contributions exceeding \$500 in total value, donors must file IRS Form 8283 with their federal tax return. For individual items or groups of similar items valued above \$5,000, a qualified independent appraisal is required, and the Institute must sign Section B of Form 8283. The Metrology Institute will cooperate with donors in completing the donee acknowledgment section of Form 8283.



IRS Form 8283

<https://www.irs.gov/forms-pubs/about-form-8283>

Scan QR code or visit the URL above to download the form.

VALUATION NOTICE

The Metrology Institute does not appraise or assign value to donated equipment. The Donor is solely responsible for determining and substantiating the fair market value of donated items for tax purposes. The Institute's acknowledgment receipt confirms receipt of the donation only and does not constitute a valuation.

SECTION D — DONOR CERTIFICATION & SIGNATURE

By signing below, I certify that: (a) I am authorized to make this donation on behalf of the above-named individual or organization; (b) the equipment described in this form is owned free and clear of all liens and encumbrances; (c) all information provided in this Donation Packet is true and correct; (d) all proprietary data has been removed from the equipment; (e) I have read and agree to the Terms and Conditions set forth herein; and (f) I understand the Metrology Institute does not provide valuations of donated property.

Donor Name (Print)

Date

Phone

Donor Signature

Date Signed

Sign here

DONATION ACKNOWLEDGMENT RECEIPT

To be completed by an authorized representative of the Metrology Institute Inc.

FOR OFFICIAL USE ONLY — METROLOGY INSTITUTE

RECEIPT INFORMATION

Receipt Number

Date Received

Received By

Donor Name / Organization

Donor EIN or SSN (last 4)

IRS-COMPLIANT ACKNOWLEDGMENT STATEMENT

The Metrology Institute Inc. (EIN: 33-3341631), a tax-exempt organization under IRC Section 501(c)(3), hereby acknowledges receipt of the equipment described in the attached inventory from the above-named donor. No goods or services were provided to the donor in exchange for this contribution. This receipt is provided for the donor's tax records. The Metrology Institute does not determine or certify the fair market value of donated property. Donors should consult a qualified tax professional regarding the deductibility of this contribution.

INVENTORY SUMMARY

Total Items Received

Condition Assessment

Donor-Stated FMV

Items Received (Brief Description or reference to attached inventory)

Notes or Exceptions

AUTHORIZED ACCEPTANCE SIGNATURE

Authorized Representative Name

Title

Authorized Signature

Date

Sign here



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