Appendix A: Donated Facilities & Services Form

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| Local Network name: |  |
| Form completed by: |  |
| Description of facilities/services provided: |  |
| Name and address of third party providing the facilities/services: |  |
| Dates from/to that the facilities/services were provided for: |  |
| What were the donated facilities used for: |  |
| Estimated value (net of VAT/GST): |  |
| Estimated value (including VAT/GST): |  |
| Account code: (UK LN use only) |  |
| Activity code: (UK LN use only) |  |
| Local Network Treasurer name: |  |
| Local Network Treasurer signature approval[1](#_bookmark0): |  |

For UK Local Networks, please now submit this form to Michele Seres, Deputy Management Accountant (mseres@theiet.org)

For Non-UK Local Networks, please now submit this form to Ian Davis, Finance Manager (IDavis@theiet.org)

|  |  |
| --- | --- |
| **INTERNAL USE ONLY** | Reference number |
| *IET Head office use only:* |  |

1 In approving the donated facilities form, the Local Network Treasurer confirms that the estimated values herein are considered reasonable.

Date of last review – Sept 2018

Date of next review – Sept 2019

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