Florida Department of Environmental Protection

Instructions for Completing

Donated Property – BFA – DEP 55-405

See Instruction Number 16 for submission of this form.

*The Property Custodian and Alternate Property Custodian must be the active designee authorized on the
Property Custodian Delegation Form (DEP 55-403).

This form is to be completed when a donation of property is made to the Department.

1. Enter the name of the Donor, certifying they are the owner.

2. Enter the quantity.

3. Enter the description of the item being donated.

4. Select from the dropdown list the condition of the property item being donated (G for good, F for fair, P
for poor).

5. Enter the estimated fair market value at the time of the donation.

6. Donor’s signature must be Original Ink or Adobe Signature (copies are not allowed).

7. If Original Ink Signature is used, print the Donor’s name and enter the date signed.

8. Donor must provide their mailing address.

9. Enter the FLAIR organizational unit of the accepting the property.

10. Enter the FLAIR 11 digit org code accepting the property.

11. Enter the FLAIR expansion option to be used for recording the property in the FLAIR property master
file.

12. Enter the Property Custodian or Alternate’s signature. Signatures must be Original Ink or Adobe
Signature (copies are not allowed).

13. If Original Ink Signature is used, print the Property Custodian or Alternate’s name accepting the
property and enter the date signed.

14. The original form should be retained by the organizational unit receiving the donation.

15. A copy should be provided to the Donor.

16. Email a copy of the form to the Bureau of Finance and Accounting, Property Section at
FAProperty@dep.state.fl.us.

Please contact the Bureau of Finance and Accounting at (850) 245-2465 or FAProperty@dep.state.fl.us
for questions relating to completing and the content of this form.