

DONATION DROP-OFF



materials for the arts

33-00 Northern Boulevard, 3rd Floor
Long Island City, New York 11101
Telephone: 718-729-2007
Fax: 718-729-2823
Web: www.mfta.org
E-mail: donations@mfta.nyc.gov

Company/Organization: _____

Mr Ms Mrs Other: _____

Donor Name _____

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 _____

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

MFTA staff use only

Equipment Used:

- ___ box / bag
- ___ Cardboard Bin
- ___ Canvas Bin
- ___ Panel Mover
- ___ Flatbed
- ___ Dolly
- ___ Pallet
- ___ On UPS shelf
- ___ Full Truck

Dropped off via:

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

New ___ Previous ___

Person who received drop off:

Date of drop off:

Batch ID #:

DRIN #:

Computer Entry Date:

