

Donation Agreement

The information below is provided by the Pennsylvania Department of the Auditor General as a resource to support Volunteer Firefighter Relief Associations across the Commonwealth.

Anytime the donation of vehicles/equipment/gear to another Volunteer Fire Relief Association (VFRA) occurs, evidence of the donation and a summary, estimate, or other information about the usable value of the donated vehicle/equipment/gear must be documented in writing and signed by both VFRA's as parties to the donation.

At a minimum*, the agreement should include the following:

- Date of execution to be noted in the agreement by the dated signatures of both the donating and recipient VFRA in the agreement.
- Donating VFRA, full legal name, full address of the VFRA including the county where they are located.
- Recipient VFRA, full legal name, address of the VFRA including the county where they are located.
- Specific reference, including dates and vote count, regarding the approval by both VFRA's in each of their final and approved meeting minutes
- The date the donated vehicles/equipment/gear was transferred
- Detailed list of the donated vehicles/equipment/gear should include the following (where possible):
 - Description of vehicles/equipment/gear listed and described individually
 - Quantity(ies)
 - Serial numbers or identifying numbers
 - Original purchase date and cost
 - Estimated value at date of donation, with a summary of how the value was estimated
 - Each VFRA should certify in the agreement that:
 - (1) the vehicles/equipment/gear listed in the agreement is/are the actual vehicles/equipment/gear being donated, and;
 - (2) that the vehicles/equipment/gear has been received
 - Signatures of at least two officers, one of which shall be the disbursing agent of both the donating and recipient VFRA's in compliance with their respective bylaws, is necessary to form an enforceable contract.

*More information that's relevant to the parties, the equipment, and the circumstances may also be included in the agreement.