

**Mary Baldwin College**

*A private College in the public service*

**Business & Finance - Asset Management**

**PO Box 1500**

**Staunton, Virginia 24401**

**1540-887-7000**

[www.mbc.edu](http://www.mbc.edu)

**Asset Release List**

	Not-for-Profit Name (Recipient)
	Address
	City, State, Zip Code
	Recipient Representative

	Item Description	Item Serial Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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19		
20		
21		
22		
23		
24		
25		

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Recipient Representative (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Recipient Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Asset Management Representative