

# Example of “Used” Computer Documentation

- **Thank you letter to the donor**
- **Signed statement of value from computer vendor**

*NOTE: Items in this section noted as “EXAMPLES” are for illustration purposes only. Their inclusion in this manual are as examples of good practices, not as “official” templates.*



April 5, 2008

Mr. Hal Matson  
Matson Associates pa  
P.O. Drawer 56789  
Raleigh, NC 27622

Dear Mr. Matson:

On behalf of the Example Partnership for Children, I would like to thank you for the in-kind contribution made by Matson Associates of an HP Compaq 6710b laptop computer to the Smart Start Initiative. We appreciate the generous support that you have provided through your contribution.

Thank you for your commitment to Smart Start and for all that you do to build brighter futures for the children of North Carolina.

Sincerely,

*Sue Thomas*

Sue Thomas  
Executive Director  
Example Partnership for Children



## Memo to File

Per my conversation with Chris Smith on April 22, 2008, at 10:45 a.m., Ten Plus Systems advised me on the value of an HP Compaq 6710b laptop computer at the amount of \$250.00.

EXAMPLE

Mary Turner

Mary Turner  
Example Partnership for Children

Chris Smith

Chris Smith  
Ten Plus systems  
500-C Uwharrie Court  
Raleigh, NC 27606  
(919) 555-5799