

## The School Board of Leon County, Florida

Property Management Department 3360 W. Tharpe St. Tallahassee, FL 32303 (850) 922-0657

propertymanagement@leonschools.net

## **SURPLUS PROPERTY DONATION APPLICATION**

## **GUIDELINES FOR SURPLUS DONATIONS:**

Surplus property may be donated to governmental units and to private nonprofit organizations granted 501 status, as defined in Section 273.01(3), Florida Statutes, in accordance with Section 274.05, Florida Statutes, and District Policy 7310 Disposition of Surplus Property. The District's Director of Purchasing is responsible for determining eligibility for donations.

The governmental unit or the private nonprofit agency receiving the donation of the surplus property shall pay all costs associated with transferring the property.

NAME & PERMANENT MAILING ADDRESS OF APPLICANT ORGAN	VIZATION:		
Name of Organization			
Mailing Address (PO Box#, Street, City, State)	Zip Code		
Organization Email Address	Phone		
REPRESENTATIVE OF APPLICANT ORGANIZATION:			
Full Name	Title		
Email Address	Phone		
APPLICANT ORGANIZATION'S STATUS: Check all boxes that apply			
Public agency, including public schools			
501 nonprofit, tax-exempt charitable organization (documentation must be provided)			
APPLICANT ORGANIZATION QUESTIONNAIRE: Attach additional	sheets as necessary		
Provide a brief background statement regarding the nature of activity and purpose for which the applicant organization was formed.			

Provide a description of the project or purpose for Include specifics of why donating this surplus equipole benefit to residents within the District's service and the project or purpose for Include specifics of why donating this surplus equipole benefit to residents within the District's service and the project or purpose for Include specifics of why donating this surplus equipole specific specific service and the project or purpose for Include specifics of why donating this surplus equipole specific service and the project or purpose for Include specifics of why donating this surplus equipole specific service and the project or purpose for Include specifics of why donating this surplus equipole specific service and the project of the project or purpose for Include specifics of why donating this surplus equipole specification is supplied to the project of the proj	ipment or furniture to your		• .
PLEASE LIST ITEMS OF INTEREST. Use an addition  Item Description	al sheet, if necessary:	Quantity	Office Use Only
CERTIFICATION: The person signing this application on the organization and that the information		•	-
Applicant – Printed Name	Applicant - Signa	nture	Date
FILING INSTRUCTIONS: Unless your organization is a governmental agence charitable organization must be submitted with the acceptable:			•
Copy of Department of Revenue Exemption Ce	rtificate Copy of the m	nost recent IRS deteri	mination letter
Application may be maile If you have any questions, please contact	d to propertymanagement@ ct the Property Management		922-0657
This section to be completed by the School Di	strict of Leon County:		
Date Received	<del></del>		
Approved By:			
Sianature of Purchasina Director or Desianee		Data Annroyad	