



## The School Board of Leon County, Florida

Property Management Department

3360 W. Tharpe St.

Tallahassee, FL 32303

(850) 922-0657

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### 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 ORGANIZATION:

*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.

