



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 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.

Provide a description of the project or purpose for which the surplus equipment or furniture is being requested. Include specifics of why donating this surplus equipment or furniture to your organization or program will be of benefit to residents within the District's service area.

PLEASE LIST ITEMS OF INTEREST. *Use an additional sheet, if necessary:*

Item Description	Quantity	Office Use Only

CERTIFICATION:

The person signing this application on the organization's behalf certifies that the person is authorized to sign on behalf of the organization and that the information presented in this application is accurate and complete.

Applicant – Printed Name

Applicant - Signature

Date

FILING INSTRUCTIONS:

Unless your organization is a governmental agency, proof of your organization's status as a 501 nonprofit, tax-exempt charitable organization must be submitted with this application. The following types of documentation are acceptable:

Copy of Department of Revenue Exemption Certificate

Copy of the most recent IRS determination letter

Application may be mailed to propertymanagement@leonschools.net

If you have any questions, please contact the Property Management Department at 850-922-0657

This section to be completed by the School District of Leon County:

Date Received

Approved By:

Signature of Purchasing Director or Designee

Date Approved