



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 7.75, Sale, Transfer or Disposal of Property. The District's Property Control Specialist is responsible for determining eligibility for donations. All costs associated with transferring the property shall be paid by the governmental unit or the private nonprofit agency receiving the donation of the surplus property. The School Board of St. Lucie County's Release, Waiver, and Indemnity for Transfer of Title form shall be completed and executed prior to release of donated items.

I. NAME & PERMANENT MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization

Mailing Address (PO Box#, Street, City, State)

Zip Code

Email Address

Phone

Fax

II. REPRESENTATIVE OF APPLICANT ORGANIZATION:

Full Name

Title

Email Address

Phone

Fax

III. APPLICANT ORGANIZATION'S STATUS: Check all boxes that apply.

- Public agency, including public schools
- 501 nonprofit, tax-exempt charitable organization (documentation must be provided)

V. 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 (Print) _____

Applicant (Signature) _____ Date _____

VI. 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:

Choose one:

- Copy of Department of Revenue Exemption Certificate
- Copy of the most recent IRS determination letter

Application may be mailed to the following address:

**The School District of St. Lucie County
 Property/Warehouse
 329 N.W. Commerce Park Drive
 Port St. Lucie, FL 34986
 Attn: Property Control Specialist**

If you have any questions, please contact the Property Control Specialist at 772-336-6998.

This section to be completed by the School District of St. Lucie County:

Received: _____
(Date)

Approved by: _____ Date _____
(Signature of Purchasing Director or Designee)