

SURPLUS PROPERTY TRANSFER

Board Rule 6HX7-5.1 Purchasing

Date: _____

Instructions/Requirements for requesting transfer of Florida State College at Jacksonville surplus property to other state agencies, political subdivisions, public and/or private not-for-profit businesses or agencies as per Florida Statutes 274.05 and 274.06.

- Requesting entity to submit on their agency, political subdivision, or public/private not for profit letterhead, a letter of request addressed to:

District Board of Trustees
Attn: Executive Director of Purchasing
Florida State College at Jacksonville
501 West State St.
Jacksonville, FL 32202-4030

- This letter of request is to include:
 - a) The request for donation, detailed list of surplus property with Florida State College at Jacksonville's property accounting bar code numbers/label(s), if any.
 - b) The intended use of the property and how specifically it will benefit the Community, if approved for transfer.
 - c) A copy of agency IRS documentation, public/private not-for-profit status, (i.e. (501 (3) (C), etc.).
 - d) A copy of State of Florida Department of Revenue certificate documenting not-for-profit status/sales tax exemption shall be attached to the letter.
 - e) Requesting entity's authorized officer's signature.
 - f) Mail the request letter to:

Randi Brokvist
Executive Director of Purchasing
501 West State St.
Jacksonville, FL 32202
- Florida State College at Jacksonville District Board of Trustees reserves the right to approve/reject any request for transfer at its sole discretion.
- Florida State College at Jacksonville will obtain the District Board of Trustees pre-approval on any item that has a net book value of greater than \$5000, before approval of transfer.
- Requesting entity is to call (904) 632-3227, supervisor of Central Stores, to set up an appointment to tour our surplus property warehouse at 11 West State St., Jacksonville, Florida 32202.
- Requesting entity will be responsible for all labor/transportation cost to remove said surplus property within seven (7) days of notice that the transfer has been approved.

- The College reserves the right to limit the number of items transferred and the number of transfers per year to one (1) per agency or not-for-profit entity.
- In that all property transferred has been declared surplus/obsolete, all property is transferred "as is/where is" with no implied or written warranties and no product liability to the College (Article 2-314 of the U.C.C.)

This Section is to be completed by authorized officer and returned with request letter.

- I as an Authorized officer of _____ and fully understand the above Florida State College at Jacksonville surplus property transfer requirements and agree to them without exception.

Requesting Entity

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Florida State College at Jacksonville

By: _____

By: _____

Typed Name: _____

Typed Name: Randi Brokvist

Title: _____

Title: Executive Director of Purchasing

Date: _____

Date: _____

cc: Mr. Martin Griffith
Ms. Anita Wiseman
FSCJ 2001-48