Plymouth State University

**Purchasing, Disbursements and Contract Services**

17 High Street, MSC 35

Plymouth, NH 03264

(603) 535-2587

**Surplus Property Donation Form**

Donations may occur if and when no interest in the item has been shown within the USNH community. The donating department may then decide to donate to a non-profit organization. Non-profit organizations must provide proof of non-profit status which shall be kept on file by the PSU Purchasing Agent.

Please complete this form in its entirety and email to the PSU Purchasing Agent – Jen Mike – [jpmike@plymouth.edu](mailto:jpmike@plymouth.edu) with all necessary attachments. Please direct any questions to Jen at 5-2587.

Surplus property is defined as supplies or equipment which are obsolete, damaged and unusable, or in excess of need. This includes all tangible assets with the exception of real property.

In accordance with USNH policy surplus items will be advertised to USNH departments for a minimum of 14 days before being released to the general public. If deemed appropriate, Purchasing will advertise surplus items to the campus community via PSU FYI. Complete surplus procedures are available at <https://www.plymouth.edu/office/purchasing/surplus-procedures/>.

**Donation Information**

Department Donating: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Person: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Email: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Contact Phone: \_\_*\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature of PSU Department Chair/Director: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Description of items: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Non-Profit Information**

Non-Profit Institution Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Non-Profit Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Email: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Contact Phone: \_\_*\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Authorized Signature: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Date: \_\_*\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

501 C 3 proof of non-profit status form received (*attach a copy*)

***Surplus Property is donated as “As Seen, As Is.”*** *Plymouth State University shall not be held liable for any property damage or personal injury caused, whether accidental or due to the negligence of the donee, in the transportation, installation or use of the sold/donated above items. Plymouth State University is not responsible for installation, support or disposal of the equipment.*