

**Virginia Department of General Services, Surplus Property
Program
Surplus Property Donation Record Form**

Please complete the following to document your agency's donation of these items for a public purpose as authorized by *Code of Virginia*, § 2.1-457.2 and in reference to 12.7.3, Chapter 12 of the Agency Purchasing and Surplus Property Manual (APSPM). Keep a copy for your records and send a copy to:

**Department of General Services,
State Surplus Property Manager
1910 Darbytown Road
Richmond, Virginia 23231**

Owning Agency: _____ **Agency Code:** _____

Contact Name: _____

Phone: _____ **Email:** _____

Donation made for a public purpose to:

(Donee): _____

Address: _____

Phone: _____ **Contact:** _____

Please list items donated. Use an additional sheet if needed.

Market Value (if applicable) _____ **HowDetermined** _____

I certify that this organization is a Virginia Public body or a division thereof and eligible to receive donated surplus property as defined by CODE. This organization is also an eligible customer of the DGS Federal Surplus Program.

Agency Representative _____

Print name _____ **Date** _____

Donee Representative _____ **Date** _____

Print name _____

Guidelines for Surplus Donations (APSPM 12.7 e (3):

(1) Property Valued at less than \$500: In accordance with (Chapter 12 (APSPM) Agency Procurement and Surplus Property Manual, agencies of the Commonwealth may donate low value dollar items when the market value of the surplus materials, which shall be donated for a public purpose, is less than \$500; however, the total market value of all surplus materials so donated by any department, division, institution, or agency shall not exceed twenty-five percent (25) of the revenue generated by such department's, division's, institution's, or agency's sale of surplus materials in the fiscal year.

(2) Surplus Computers

Surplus computers and related equipment may be donated to public schools in the Commonwealth and Virginia charitable organizations granted 501(c)(3) status, and providing services to persons with disabilities, at-risk youths, or low-income families. Agencies are responsible for determining eligibility for donations of those eligible organizations

not participating in the federal surplus program. Surplus computers are not subject to market value limits, as stated in section (1).