



## DONATION OF DATA PROCESSING EQUIPMENT TO SCHOOL OR ASSISTANCE ORGANIZATION

(Authorized in Texas Government Code § 2175.905)

Completed forms must be sent to [state.surplus@tfc.texas.gov](mailto:state.surplus@tfc.texas.gov).

**INSTRUCTIONS:** Per TGC § 2175.905, if a disposition of a state agency's surplus or salvage data processing equipment is not made under Section 2175.184, the state agency shall transfer the equipment to: (1) a school district or open-enrollment charter school in this state under Subchapter C, Chapter 32, Education Code; (2) an assistance organization specified by the school district; or (3) the Texas Department of Criminal Justice. The state agency may not collect a fee or other reimbursement for equipment transferred under TGC § 2175.905. **An assistance organization may not lease, lend, bail, deconstruct, encumber, sell, trade, or otherwise dispose of data processing equipment acquired under this section. The assistance organization may dispose of the equipment only by transferring the equipment to the school district that specified the assistance organization for transfer under this section.**

Quantity	Description of Donated Property	Intended Use	Property No.

**FOR RECIPIENT TO COMPLETE:** This is to certify the above property has been acquired from:

\_\_\_\_\_ by \_\_\_\_\_  
*Name of State Agency* *Name of Recipient Organization*

\_\_\_\_\_, \_\_\_\_\_, TX \_\_\_\_\_  
*Street Address (of Recipient)* *City* *Zip Code*

**Check the box that describes your organization and, upon request, provide documentation of qualifying status.**

- School District  Open-Enrollment Charter School - per Subchapter C, Chapter 32, Education Code  
 Assistance Organization (defined in TGC § 2175.001). Federal Employer ID No. (EIN): \_\_\_\_\_  
 Sponsoring school district (attach proof of endorsement): \_\_\_\_\_

**THE RECIPIENT HEREBY CERTIFIES THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE:**

\_\_\_\_\_  
*Representative Signature* *Date* *Name & Title of Representative* (\_\_\_\_) \_\_\_\_\_  
*Telephone No.*

**FOR STATE AGENCY TO COMPLETE:**

<b>Agency Name</b>		<b>Agency #</b>	
<b>Contact Name</b>		<b>Title</b>	
<b>E-mail</b>		<b>Phone</b>	
<b>Location of Property (prior to donation)</b>		<b>Donation Date</b>	
<b>Agency Contact Signature</b>		<b>Date</b>	

Contact's signature certifies that the 10-business day advertisement required per TGC § 2175.184 was completed prior to donation. Original form should be retained in your agency's property records as support for the donation. A copy **MUST** be sent to [state.surplus@tfc.texas.gov](mailto:state.surplus@tfc.texas.gov).