

MICHIGAN STATE UNIVERSITY

Equipment Donation Application

Organization Name: _____

Contact Name: _____

Address: _____

Phone Number: _____ **Email Address:** _____

Date-of-Application _____

Commodity requested: (please be specific, include quantity, and any special requirements, one commodity per application)

Objective of Organization: _____

Statement of need: _____

PLEASE USE ADDITIONAL PAPER IF NEEDED.

Please attach a COPY of the organizations' I.R.S. Determination Letter and send applications to:

**Michigan State University
MSU Surplus Store
1344 South Harrison
East Lansing, MI 48823
(517) 355-0364; FAX (517) 353-0836
surpluss@msu.edu**

Who is Eligible:

- A. Applicants from public educational programs in Michigan that have been in operation greater than 3 years.
- B. Applicants from groups with a 501(c)(3) and 501(c)(4) classification.
- C. Applicants from groups with a 501(c)(19) classification.
- D. Schools operated by non-profit private or church funds.
- E. MSU Student Organizations

Each application must be completed and attached with it, an Internal Revenue Service (I.R.S.) Letter of Determination to prove eligibility.

Selection Process:

The requested material will be matched with our inventory of such items, and upon availability of an excess inventory, as determined by the Operations Supervisor or designee, the item may be distributed to the organization(s) that have met the eligibility requirements.

Recipients/Applicants will be selected based on the date the application is received by MSU Surplus, “first-in first-out”. If the selected Non-Profit organization refuses the donation, the next organization determined by date, requesting the same material will be notified.

If more than one Not-For-Profit organization has identical requests for the same equipment, the selection of the recipient will be determined by a joint effort between University Purchasing, MSU Surplus Store and the University department releasing the materials.

It will be the responsibility of the applicant to update their application every six months.

Questions:

Sales and Marketing Coordinator – Kris Jolley (517) 432-9446