Sample Letter for Colleges and Universities

 Must be on School Letterhead (No Exceptions)

[Date]

NIH Direct Donation Coordinator

Property Re-Utilization and Disposal Section

Property Management Branch, Dock 12

National Institutes of Health, MSC 9674

16050 Industrial Drive

Gaithersburg, MD 20877

Dear NIH Direct Donation Coordinator:

I would like to request permission for [name of college/university] to screen eligible Property at the Department of Health and Human Services, Property Reutilization and Disposal Section with the purpose of obtaining excess Federal property in accordance with The Stevenson-Wydler Technology Innovation Act.

The following people are authorized to perform such screening:

Name(s) of Screeners:

Harry Jones School Property Officer

Marcia McCall Computer Sciences Instructor

The authorizing signature for all transfer documents for the issuance of property to our college/university will be:

Name and Title Sample Signature

Harry Jones, Property Office\* \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marcia McCall Computer Sciences Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*(This person should be one of the Screeners because transfer documents are prepared on site.)**

This department has a total number of \_\_\_\_\_\_\_\_\_\_\_ students.

Check types of equipment to be screened: \_\_\_\_\_\_ computers

**(one or both must be checked)** \_\_\_\_\_\_ scientific equipment

The contact person for our college/university is:

Name

Phone number

Fax

E-mail Address

 Sincerely,

 Signature of Department Chair or Dean

 (You can not authorize yourself)