Sample Letter for K-12 Schools

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 school] 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 Executive Officer 12999.

The following people are authorized to perform such screening:

Name of School:

ABC Middle School

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\* \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*(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 (only for schools that engage in science related activities)

The contact person for our school is:

Name

Phone number

Fax

E-mail Address

Sincerely,

Signature of Principal