

DOCUMENTS REQUIRED BY DONEE
To be submitted with Federal Surplus Application

ORGANIZATION NAME	APPLICANT STATUS (P) PUBLIC AGENCY (NP) NON-PROFIT (QP) QUASI PUBLIC (SB) SMALL BUSINESS (8A)	DETAILED NARRATIVE (on company letter head)	W-9 FORM	IRS INFO (990)	501 C (3)	REVENUE & EXPENSES	LETTER FROM AUTHORIZED ELECTED OFFICIAL	DONATED PROPERTY EXPLANATION	Criteria to deem Homeless or Impoverished	Copy of "Drug Free Certification"	COPY OF BY-LAWS	ARTICLES OF INCORPORATION OR CHARTER	COPY OF RESOLUTIONS	COPY OF ANY LICENSES, ACCREDITATIONS, CERTIFICATIONS	COPY OF ACT OF CREATION	LIST OF FULL-TIME PAID VOLUNTEER STAFF W/ QUALIFICATIONS	OFFICERS, BOARD DIRECTORS	CURRENT BROCHURES, FLYERS, NEWSLETTERS
AMBULANCE SERVICE	QP	X	X	X	X	X					X	X		X		X	X	
AUTHORITY	P	X	X												X			
BOROUGH	P	X	X															
BOY SCOUTS	NP/P	X	X									X						
CHILD CARE CENTERS	NP	X	X	X	X	X					X	X		X		X	X	X
CITY	P	X	X															
CLINIC	NP	X	X	X	X	X					X	X		X		X	X	
COLLEGE / UNIVERSITY	NP	X	X	X	X	X				X	X	X		X		X	X	
COMMISSIONS	P	X	X															
CONSERVATIONS	P	X	X												X			
CONSTABLES	P	X	X											X-BADGE				
COUNTY	P	X	X															
FIRE CO	QP	X	X	X	X	X					X	X	X	X		X - 5 people	X	
FOOD BANK	NP		X															
GIRLS SCOUTS	NP/P	X	X								X	X-CHARTER						
HEALTH CARE CENTER	NP	X	X	X	X	X					X	X		X		X	X	
HOSPITAL	NP	X	X	X	X	X					X	X		X		X	X	
LIBRARY	NP	X	X	X	X	X					X	X				X	X	
LITTLE LEAGUE	NP	X	X		X						X	X-CHARTER		X		X	X	
MEDICAL INSTITUTION	NP	X	X	X	X	X					X	X		X		X	X	
MUSEUM	NP	X	X	X	X	X					X	X		X		X	X	
NURSING HOME	NP	X	X	X	X	X					X	X		X		X	X	
POLICE DEPARTMENT	P	X	X															
PROVIDER OF ASSISTANCE TO IMPOVERISHED INDIVIDUALS	NP	X	X	X	X	X	X	X	X		X	X		X		X	X	X
PROVIDER OF ASSISTANCE TO HOMELESS	NP	X	X	X	X	X	X	X	X		X	X		X		X	X	X
RADIO STATION	NP	X	X	X	X	X					X	X		X		X	X	X
SCHOOL FOR HANDICAPPED	NP	X	X	X	X	X					X	X		X		X	X	
SCHOOL DISTRICT	P	X	X															
SERVICE EDUCATIONAL ACTIVITY	NP	X	X	X	X	X					X	X		X		X	X	X
SHERIFF	P	X	X															
SHELTER WORKSHOP	NP	X	X	X	X	X	X	X	X		X	X		X		X	X	X
SMALL BUSINESS (8A)	SB	X	X					X										
STATE AGENCY	P	X	X															
SUBSTANCE TREATMENT CT	NP	X	X	X	X	X					X	X		X		X	X	X
TOWNSHIP	P	X	X															
VETERANS ORGANIZATIONS																		
AMERICAN LEGIONS & VFW	NP	X	X	X	X	X					X	X-CHARTER				X	X	X
VOCATIONAL/TECHNICAL/OR TRADE SCHOOL	P	X				X				X						X	X	
YOUNG MARINES	NP	X	X	X	X	X					X	X-CHARTER				X	X	