

## Federal Surplus Program

### Initial Required Documentation for Non-Profit Education Organizations

The following are required for the Federal Surplus Program. Required documents must be uploaded to the application using the Document Upload function. Applications will not be considered complete until all requirements are met. Missing or unsolicited information will not be considered and may cause delays in processing applications.

Note: DAS reserves the right to request additional or supporting documentation.



#### **Financial Statement**

Provide for the most current fiscal year. This statement must include information concerning current budget. Written statement of funding source and ways of receiving funds.



#### **Proof of Non-Profit Status**

Provide copy of IRS 501(c) ruling.



#### **Wants and Needs List**

List of property organization is looking for.



#### **Acknowledgement of Agreements, Certifications, Assurances and Statements**

Must be read and signed by Applicant's Head Authorized Official/ Director/ President/ Purchasing Agent/ Equivalent. The signed Acknowledgement of Agreements, Certifications, Assurances and Statements represents that all those listed as Authorized Representatives on the system have read and understand all the information contained in this application and they will abide by the aforementioned agreements, certifications, assurances and statements.

Note: Additional Authorized Representatives added to the system after approval period, will need to complete FS-05 Authorized Representatives Update Form and submit to [DAS.State.Surplus@ct.gov](mailto:DAS.State.Surplus@ct.gov).



#### **Organization/Program Narrative on Leadhead**

Narrative on official letterhead, that includes the following information:

- Number of students
- Grade levels
- Hours of school day
- Length of term
- Curriculum
- Special events held/sponsored by the school
- Degrees offered
- Any other information you wish to provide



**License, Accreditation, Certification, or Approval**

Must provide evidence of either licensing (recognition or approval by appropriate State or local authority); accreditation (approved by a recognized regional, state, or national board); or approval (recognition and approval by State Department of Health or Education; or other appropriate authority) for services provided.

\*If an Educational Radio/TV Station, provide proof of Federal Communications Commission (FCC) Licensing.