

DONATION REQUEST LETTER

SUBMIT ON SCHOOL LETTERHEAD

Letterhead to include: Name of School, Street Address, City, State, and Zip Code
Telephone Number, Voice Mail Number, Fax Number, and E-mail Address

Date

NASA Johnson Space Center
JB/Sandra Tetley
2101 NASA Parkway
Houston, TX 77058

Dear Ms. Tetley,

I would like to formally apply for (name of school) to receive NASA-Johnson Space Center (JSC) surplus federal property in accordance with the Stevenson-Wydler Technology Innovation Act and the Executive Order 12999: Educational Technology.

[Include one –two paragraphs indicating need, proposed use, and expected impact of items.]

The following people are authorized to act on our schools behalf:

Name(s) and Title(s): _____

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

Name and Title

Signature

Date

School President's/Dean's Name

Signature

Date

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CERTIFICATION STATEMENT

Terms and Conditions

I certify that the personal property listed on the transfer document is being obtained by an

educational institution, or
 non-profit organization

and will be placed into use and remain in use at the organization for the conduct of

scientific education, or
 research activities, or
 general education support.

My organization here-by releases and agrees to hold NASA-Johnson Space Center (JSC), and persons acting on behalf of JSC, harmless from any liability resulting from the receipt, shipping, installation, operation, handling, use, and maintenance of the equipment, after said equipment is physically removed from the JSC facility.

Name of Organization

Signature and Title

Date