



Instructional Letter: PUBLIC SCHOOLS

Dear Prospective Donee:

Thank you for expressing an interest in acquiring property through the **Illinois State Agency for Surplus Property (CMS Federal Surplus)**.

Personal property may be acquired by any tax-supported agency, including the various departments, divisions, bureaus and agencies of state government or any agency thereof. Local governments including cities, villages, and townships, or any of their divisional agencies, any agency created by compact or agreement between unit of government at all levels, or multi-jurisdictional districts created by law may also be eligible participants

If you believe you meet the criteria of this program, please complete and return the Federal Surplus application; **along with your completed and signed three-page application, please include the following:**

- ◆ Resolution from your Board of Directors/Trustees authorizing your participation (sample enclosed);
- ◆ Written narrative of programs and services offered and description of facilities operated;
- ◆ Description/documentation of sources of funding, i.e., Donations, copy of Current Budget or Tax Levy;
- ◆ Copy of your tax-exempt status under Section 501 (IRS Ruling) – public schools and government agencies can submit their tax-exempt letter from the Illinois Department of Revenue;
- ◆ Copy of any accreditation or facility license received from the State of Illinois, if any – for all schools, please send a copy of your current certification from the Illinois State Board of Education. No certification is necessary for units of local government.

If you have any further questions regarding eligibility, please feel free to contact my office at **(217)785-6903**. **Your application cannot be processed until receipt and review of the above-requested documentation. Partial submissions will be returned as being incomplete.**

Sincerely,

Curtis A. Howard

Curtis A. Howard
Administrator, Property Control Division

CH/tr

Requires: Application & Resolution