



March 6, 2021

The following process outlines the steps to participate in the Donations of Surplus Property to Nonprofit Organizations Program:

1. Apply
  - a. Provide Proof of Non-Profit Status - A tax exempt organization may need a letter to confirm its tax-exempt status or to reflect a change in its name or address. If so, an organization may generally contact the IRS - [Customer Account Services](#) by phone, letter, or fax to request an *affirmation letter*.
  - b. Submit a Written Request – On your organization's letterhead, request the specific equipment and quantity, signed by an authorized agent.
2. St. Mary's County Government will attempt to match your request with available surplus equipment. If equipment is not immediately available, the request will be placed on a surplus equipment waiting list.
3. Once equipment matching the request becomes available, your organization will be contacted to arrange for the transfer.

Generally, the county has available laptops and desktop CPUs. These machines are cleared of county data and have an unlicensed version of Microsoft Windows installed with the appropriate manufacture drives installed. Organizations may want to pursue reduced licensing for non-profits through Microsoft ([details](#)) .

Most of the equipment is no longer covered by manufactures warrantee and St. Mary's County government is not responsible and cannot provide technical support for the transferred equipment.