



Surplus Computer Equipment Donations

Government and any private not-for-profit agency that is tax exempt under the provisions of s.501 of the Internal Revenue Code of 1954 may request a donation of Orange County Government surplus computer equipment. Not-for-profit agencies are required to have a principle mission from one or more of the following areas: Public health and welfare; Education; Environmental restoration and conservation; Civil and human rights; Relief of human suffering and poverty.

Government and private not-for-profit agencies requesting donations shall complete a "Used Computer Donation Application". Agencies accepting surplus computer equipment donations shall be required to sign the "Used Computer Donation Agreement".

Completed forms must be submitted to the Orange County Comptroller Property Accounting Department; Laurie Bowes, Manager; 109 E. Church Street STE 215 Orlando FL 32801; 407-836-5794; FAX 407-836-5759. All requests will be reviewed. The final authority for all donations of computer equipment shall be the Board of County Commissioners.

The required forms are available for download below.



**Orange County Government
Used Computer Donation Agreement**

Orange County Government expects to have a limited number of used computers for donation to certain government and private not for profit agencies. All computer equipment is donated in accordance with Florida Statutes Chapter 672.316: "as is", "where is", and "with all faults". A used computer donation form must be completed and received before consideration is given for a donation.

Each computer donated will include an appropriate operating system. No application software is included or available. No manuals or instructions are included for the computer or for the operating system. No guarantee of computer compatibility will be provided. No support or training is provided. No data recovery from hard disk failures will be provided. No data transfers will be provided. Only those agencies that are self-supporting in the installation and usage of these used computers can accept donations.

Your signature below indicates that you have read and agree to the terms of this agreement; the donated computer equipment will be used to benefit the organization receiving the donation; the donated computer equipment will not be re-sold for one year from the date below; and disposal of the computer equipment in a manner that is compliant with Environmental Protection Agency standards is required.

Signed

Date

Title

Phone

Agency