

Daytona State College donates non-essential surplus items to non-profit organizations within Volusia and Flagler counties. Each organization must provide the following information to the Property Management office to be qualified as a recipient.

- I. Include the following details on letterhead, signed by the head of the organization.
  - a) Organization's name and address
  - b) Contact person's name, phone, and email
  - c) List the quantity and detailed description of items being requested
  - d) Explain how the organization intends to use the requested items
  
- II. Provide a copy of the Florida Consumer's Certificate of Exemption or 501(c)(3) documentation.

After your paperwork has been submitted, contact our office to schedule an appointment to view available items. Typical items include chairs, file cabinets, desks, tables, bookcases, computers (no software installed), and assorted office supplies. Please note that availability of items can change daily.

Our office keeps an organization's documents on file for one (1) year from the date received. Subsequent requests occurring after this deadline will require an updated copy of expired documents.

**Submit your documents via mail or email:**

Property Management  
Daytona State College  
1200 W Int'l Speedway Blvd.  
Daytona Beach, FL 32114

Email: [property@daytonastate.edu](mailto:property@daytonastate.edu)  
Phone: 386/506-3138  
Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.

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Property Management submits a list of surplus items for donation with the corresponding names of the governmental units and private non-profit agencies in Volusia and Flagler counties to the Daytona State College Board of Trustees, as defined in F.A. 273.01. Donations of surplus property are included in the Board of Trustees minutes pursuant to Florida Statutes.