

Instructions for Submission of Request for the Transfer of Surplus Property

- A Letter on PSAP stationary must be submitted to the State 911 Department.

A sample letter has been provided for reference. PSAPs may alter this sample as deemed necessary. However, PSAPs should ensure that all pertinent information is contained within the body of the request.

- An original signed letter is required.
- Upon approval, the State 911 Department will coordinate with the PSAP to transfer the equipment. Please keep in mind, PSAPs may be required to report to Taunton to retrieve the requested equipment.

Date

Frank Pozniak
Executive Director
State 911 Department
1380 Bay Street
Taunton, MA 02780

RE: Surplus IT Equipment

Dear Mr. Pozniak:

The *(insert name of department)* hosts a public safety answering point (PSAP). The *(insert name of department)* understands that the State 911 Department has *(list equipment)* in its surplus inventory. The *(insert name of department)* respectfully requests your consideration and approval in transferring this equipment directly to the *(insert name of department)* to be used for the provision of public safety initiatives. Specifically, the equipment will be used to support *(insert applicable narrative)*.

Please contact *(insert name and contact information)* should you require additional information and/or to coordinate this transfer, if approved.

Thank you for your consideration of this request.

Sincerely,

Name of Authorized Signatory
Title of Authorized Signatory