TO: Ann Davis  
University of Central Arkansas  

RE: Donation  

This is your Agency’s authorization to donate the old surplus paint, identified in your request dated January 29, 2014, to the Habitat for Humanity Restore. Marketing & Redistribution is not responsible for processing property to an individual or organization. However, if requested to assist by either agency or organization, the M&R Manager will provide whatever assistance is appropriate.  

In keeping with one of the purposes of participation by M&R and under cooperative purchasing procedures, we consider a written agreement between your agency and the Habitat for Humanity Restore, necessary to provide an audit trail of the disposition of the equipment and/or property.  

Jane T. Benton, Administrator  
Office of State Procurement  

February 5, 2014  
Date