

South Carolina Department of Education  
Office of Superintendent  
Ellen Weaver, State Superintendent  
c/o Office of School Transformation, Charter Schools Program  
1429 Senate Street—Room 603E  
Columbia, SC 29201

Dear Mrs. Weaver:

I am writing on behalf of [Charter School Name] to request one of the following regarding property purchased with Charter School Planning and Implementation Grant funds with a value of $5,000 or more (please check one of the following boxes):

* the retention of acquired equipment and unused supplies
* approval to trade-in or sell to offset costs of replacement equipment
* reporting the loss, destruction, or theft of federally-owned property

[Charter School Name] seeks the continued use of the items that are specified in the attached Tangible Personal Property Report because [***insert summary of basis for request***]. [Charter School Name] believes that the use of these items will allow continued, effective implementation of interventions beyond the Charter School Grant.

Attached to this request is a chart with the description of each piece of equipment and supplies that [Charter School Name] is requesting to retain along with the item’s identification number, date of acquisition, condition code, and acquisition cost.

Please feel free to contact our designated, Gregory Dukes at [gdukes@ed.sc.gov](mailto:gdukes@ed.sc.gov) if you have any questions regarding this request. Thank you for your consideration.

Sincerely,

[School Board Chairperson]

Enclosure: Tangible Personal Property Report