

**§ 101-43.4900 Scope of subpart.**

This subpart illustrates forms prescribed or available for use in connection with subject matter covered in other subparts of part 101-43.

**§ 101-43.4901 Standard forms.**

(a) The Standard forms illustrated in this section show their text, format, and arrangement, and provide a ready source of reference. The subsection numbers in this section correspond with the Standard form number.

(b) The Standard forms illustrated in this § 101-43.4901 may be obtained by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing support to the requesting activity.

**§ 101-43.4901-120 Standard Form 120, Report of Excess Personal Property.**

**§ 101-43.4901-120A Standard Form 120A, Continuation Sheet (Report of Excess Personal Property).**

**§ 101-43.4901-120-1 Instructions for preparing Standard Form 120.**

NOTE: The instructions in this § 101-43.4901-120-1 are filed with the original document and do not appear in this volume.

[42 FR 40850, Aug. 12, 1977, as amended at 44 FR 55377, Sept. 26, 1979; 45 FR 28117, Apr. 28, 1980; 50 FR 31370, Aug. 2, 1985]

**§ 101-43.4901-122 Standard Form 122, Transfer Order Excess Personal Property.**

**§ 101-43.4901-122-1 Instructions for preparing Standard Form 122.**

INSTRUCTIONS

Standard Form 122 is used by executive agencies to submit the transfer orders required by the Federal Property Management Regulations (41 CFR 101-43.309).

Block 3, Enter the complete address of the appropriate GSA regional office.

Block 4, Enter the name and address of the ordering agency.

Block 5, Furnish the name and address of the agency having control of the property ordered.

Block 6, Furnish the name and address of the consignee.

Block 7, Show the location of property (building number, etc.).

Block 9, Show the signature of the authorized representative of the ordering agency and date.

Block 10, Furnish the full appropriation symbol and title (when appropriate).

Block 12, Enter the GBL number if furnished.

Block 13(a), Enter both the appropriate GSA control number and the holding agency's document and item numbers used to report the item to GSA as excess.

Block 14, For GSA use.

*Important*

1. A separate transfer order shall be prepared for each different property location.

2. The transfer order normally shall be prepared by the ordering agency.

3. Complete shipping instructions or Government bills of lading must be furnished with each transfer order.

4. If reimbursement is required, the total fair value for the quantity requested must be shown below each item description in column C.

5. Four copies of the transfer order shall be mailed to the appropriate GSA regional office, Attention: Federal Supply Service Bureau. When prior GSA approval is not required, only one copy of the transfer order shall be mailed to the GSA regional office.

[53 FR 16105, May 5, 1988]

**§ 101-43.4902 GSA forms.**

(a) GSA forms in this section show their text, format, and arrangement and provide a ready source of reference.

(b) GSA forms in this section may be obtained initially from the General Services Administration, National Forms and Publications Center, 4900 South Hemphill Street, Warehouse No. 4, Dock No. 1, Forth Worth, Texas 76115. Agency regional or field offices should submit future requirements to their Washington headquarters office which will forward consolidated annual requirements to the General Services Administration (CAIR), Washington, DC 20405.

[53 FR 16106, May 5, 1988]