

## Federal Property Management Regulations

Pt. 101-44

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, Fort 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]

### **§ 101-43.4902-1539 GSA Form 1539, Request for Excess Personal Property.**

#### **§ 101-43.4902-1539-1 Instructions for preparing GSA Form 1539.**

#### INSTRUCTIONS FOR ACQUISITION AND USE OF GSA FORM 1539, REQUEST FOR EXCESS PERSONAL PROPERTY

1. Availability, GSA Form 1539 will be furnished to agencies upon request to GSA regional offices shown in § 101-43.4802. Information of a local or limited nature concerning the use of the form not covered in paragraph

2, below, will be furnished by GSA regional offices for customer agencies located in their areas.

2. Guidelines for use of GSA Form 1539.

a. To obtain maximum benefits from GSA Form 1539, agencies shall submit the completed form to the appropriate GSA regional office immediately upon determination of the need. The expiration date of a normal 180-day screening period should be shown in block 5 of GSA Form 1539. However, if this length of time is unacceptable, an earlier date should be shown.

b. Agencies are requested to restrict the use of GSA Form 1539 to:

(1) A single line item which, as a general rule, has a total acquisition cost of more than \$1,000, and

(2) An item not currently listed in GSA excess property catalogs or bulletins.

c. To assist the appropriate GSA regional office in locating and offering the agency an available excess item which will meet the specific need, block 1 (item description) of GSA Form 1539 must fully describe the item required and indicate the minimum acceptable condition code.

d. Nationwide requirements originating at agency headquarters may be submitted to the General Services Administration (FBP), Washington, DC 20406.

[53 FR 16106, May 5, 1988]

### **§ 101-43.4902-2946 GSA Form 2946, Screener's Identification.**

NOTE: The form illustrated in § 101-43.4902-2946 is filed as part of the original document and does not appear in the FEDERAL REGISTER.

[42 FR 56003, Oct. 20, 1977]

## **PART 101-44—DONATION OF PERSONAL PROPERTY**

Sec.

101-44.000 Scope of part.

101-44.001 Definitions of terms.

101-44.001-1 Agricultural commodity.

101-44.001-2 [Reserved]

101-44.001-3 Donable property.

101-44.001-4 Donee.

101-44.001-5 [Reserved]

101-44.001-6 Local government.

101-44.001-7 [Reserved]

101-44.001-8 Motor vehicle.

101-44.001-9 No commercial value.

101-44.001-10 Public agency.

101-44.001-11 Public body.

101-44.001-12 Service educational activity.

101-44.001-13 State.

101-44.001-14 State agency.

101-44.002 Requests for deviations.