

§ 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]

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