

servicing the geographical area in which the State agency is located.

**§ 101-44.4902-3040 GSA Form 3040, State Agency Monthly Donation Report of Surplus Personal Property.**

NOTE: The form illustrated in § 101-44.4902-3040 is file as part of the original document.

**§ 101-44.4902-3040-1 Instructions for preparing GSA Form 3040.**

GENERAL

Each report shall be signed and dated by an approving official and submitted in duplicate to the appropriate GSA regional office by the 25th day of the month following the quarter being reported.

A. *Beginning Inventory*— List the total original Government acquisition cost for all property on hand at the beginning of the report period.

B. *Property Received*— Original Government acquisition cost for:

1. From Federal agencies—Property received and posted to inventory records during the report period from Federal agencies other than that received from sources identified under 2, 3, and 4, below.

2. From other State agencies—Property received from other State agencies via an overage or SF 123 action and posted to inventory records during the report period.

3. From Overseas—Property received through the overseas program and posted to inventory records during the report period.

4. Other receipts—Property received from all other sources and posted to inventory records during the report period, including property released by Federal agencies without documents, property returned by donees, overages not previously posted, etc. Major receipts (over \$500 per line item) should be explained in detail under "Remarks."

C. *Property Donated*— Original acquisition cost of surplus property distributed to:

1. Public agencies (as defined in § 101-44.001-10)—The original Government acquisition costs for donation to public agencies during the report period shall be identified for purposes of:

- a. Conservation.
- b. Economic development.
- c. Education.
- d. Parks and recreation.
- e. Public health.
- f. Public safety.

g. Two or more (when the donee indicates on the State agency distribution document that the property will be used equally for two or more public purposes).

h. Other (when the property will be used for a public purpose other than a through f).

2. Nonprofit institutions or organizations— As indicated in § 101-44.207, donations to nonprofit institutions and organizations during

the report period shall be identified by (a) educational and (b) public health purposes.

D. *Other Distribution*— Original Government acquisition cost for:

1. Transfer to other State agencies—Total acquisition cost of all property transferred to other State agencies and dropped from inventory during the report period as a result of an overage or SF 123 action.

2. Return to Federal agency—Total acquisition cost of all property returned to Federal agencies as approved by GSA and dropped from inventory during the report period with the exception of that property turned in for sale.

3. Sold—Total acquisition cost of all property dropped from inventory as a result of sales during the report period whether sold by the State agency or GSA.

4. Abandoned or destroyed—Total acquisition cost of all property dropped from inventory as a result of approved and documented abandonment or destruction actions during the report period.

5. Other adjustments—Total acquisition cost of all property redonated after having been returned from a donee, lost, stolen, or destroyed; shortages and inventory adjustments not previously posted, etc., which were dropped from inventory during the report period and documented in accordance with published procedures.

E. *Ending inventory*— To be computed by adding A and B, then subtracting C and D (A+B-C-D=E). F and G are for informational purposes only and are not included in E since they are already represented in C and D.

F. *Method of Distribution*— Total acquisition cost of property distributed during the report period identified as (1) distribution from a State agency facility or (2) picked up or shipped direct from the holding agency to a donee. (The total should be the same as the total of C and D.)

G. *Distribution to Public Agencies*— Total Government acquisition cost of property donated within the State during the reporting period.

1. Distribution to State public agencies such as State police departments, State hospitals, State parks, etc.

2. Distribution to county and local public agencies, such as a county civil defense unit, municipal health unit, county roads commission, etc.

(The total should be the same as the total of part 1 of C.)

*Remarks*—Use this area to report on donations to programs that provide assistance to homeless individuals. Include the total amount of property donated, the number of providers that received property, and the number of individuals (estimated if not

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known) served by each provider. If no donations were made to providers during the report quarter, an indication to that effect should be made.

[53 FR 16119, May 5, 1988, as amended at 53 FR 47198, Nov. 22, 1988]

### **PART 101-45—SALE, ABANDONMENT, OR DESTRUCTION OF PERSONAL PROPERTY**

Sec.

- 101-45.000 Scope of part.
- 101-45.001 Requests for deviations.

#### **Subpart 101-45.1—General**

- 101-45.101 Applicability.
- 101-45.102 Needs of Federal agencies par-amount.
- 101-45.103 Sales responsibilities.
  - 101-45.103-1 Conduct of sales.
  - 101-45.103-2 Holding agency sales.
  - 101-45.103-3 Sales by GSA.
  - 101-45.103-4 Sales conducted at holding agency facilities.
- 101-45.104 Care and handling pending disposal.
- 101-45.105 Exclusions and exemptions.
  - 101-45.105-1 Materials required for the national stockpile or the supplemental stockpile, or under the Defense Production Act.
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- 101-45.106 Property controlled by other law.
- 101-45.107 Holding agency compliance function.
  - 101-45.107-1 Referral to other Government agencies.
  - 101-45.107-2 Compliance reports.

#### **Subpart 101-45.2 [Reserved]**

#### **Subpart 101-45.3—Sale of Personal Property**

- 101-45.300 Scope of subpart.
- 101-45.301 [Reserved]
- 101-45.302 Sale to Government employees.
- 101-45.303 Reporting property for sale.
  - 101-45.303-1 Describing property.
  - 101-45.303-2 Display and inspection.
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- 101-45.304 Sales methods and procedures.
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  - 101-45.304-3 [Reserved]
  - 101-45.304-4 Lotting.
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  - 101-45.304-7 Advertising.
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  - 101-45.304-9 Credit.

- 101-45.304-10 Deposits and final payments.
- 101-45.304-11 Deposit bonds.
- 101-45.304-12 Sales to State and local governments.
- 101-45.305 [Reserved]
- 101-45.306 Contractor inventory.
- 101-45.307 Proceeds from sales.
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- 101-45.309 Special classes of property.
  - 101-45.309-1 Agricultural commodities.
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  - 101-45.309-3 Demilitarization and decontamination.
  - 101-45.309-4 [Reserved]
  - 101-45.309-5 Garbage.
  - 101-45.309-6—101-45.309-7 [Reserved]
  - 101-45.309-8 Bedding and upholstered furniture.
  - 101-45.309-9 Gold.
  - 101-45.309-10 Safes and locking file cabinets.
  - 101-45.309-11 [Reserved]
  - 101-45.309-12 Vehicle reconditioning.
  - 101-45.309-13 All terrain vehicles.
- 101-45.310 Antitrust laws.
- 101-45.311 Assistance in controlling unauthorized transport of property.
- 101-45.312 [Reserved]
- 101-45.313 Procedures and forms concerning contingent or other fees for soliciting or securing contracts.
  - 101-45.313-1 Purpose.
  - 101-45.313-2 Objectives and methods.
  - 101-45.313-3 Representation and covenant.
  - 101-45.313-4 General principles and standards applicable to the covenant.
- 101-45.313-5 Standard Form 119, Contractor's Statement of Contingent or Other Fees.
- 101-45.313-6 Use of Standard Form 119, Contractor's Statement of Contingent or Other Fees.
- 101-45.313-7 Exceptions.
- 101-45.313-8 Enforcement.
- 101-45.313-9 Preservation of records.
- 101-45.314 Federal excise taxes.
- 101-45.315 Equal Opportunity clause in contracts.
- 101-45.316 [Reserved]
- 101-45.317 Noncollusive bids and proposals.
- 101-45.318 Identical bids.

#### **Subpart 101-45.4—Contract Disputes**

- 101-45.400 Scope of subpart.
- 101-45.401 The disputes clause.
- 101-45.402 Alternative disputes resolution.

#### **Subpart 101-45.5 [Reserved]**

#### **Subpart 101-45.6—Debarred, Suspended, and Ineligible Contractors**

- 101-45.600 Scope of subpart.
- 101-45.601 Policy.
- 101-45.602 Listing debarred or suspended contractors.