

## Federal Management Regulation

## § 102-39.75

and accounting rules applicable to you. Except as otherwise directed by law, all proceeds from the sale of personal property under this part will be available during the fiscal year in which the property was sold and for one fiscal year thereafter for obligation for the purchase of replacement property. Any sales proceeds not applied to replacement purchases during this time must be deposited in the United States Treasury as miscellaneous receipts.

### § 102-39.75 What information am I required to report?

(a) You must submit, within 90 calendar days after the close of each fiscal year, a summary report in a format of your choice on the exchange/sale transactions made under this part during the fiscal year (except for transactions involving books and periodicals in your libraries). The report must include:

(1) A list by Federal Supply Classification Group of property sold under this part showing the:

- (i) Number of items sold;
- (ii) Acquisition cost; and
- (iii) Net proceeds.

(2) A list by Federal Supply Classification Group of property exchanged under this part showing the:

- (i) Number of items exchanged;
- (ii) Acquisition cost; and
- (iii) Exchange allowance.

(b) Submit your report electronically or by mail to the General Services Administration, Personal Property Management Policy Division (MTP), 1800 F St. NW., Washington, DC 20405.

(c) Report control number: 1528-GSA-AN.

(d) If you make no transactions under this part during a fiscal year, you must submit a report stating that no transactions occurred.

### PARTS 102-40— and 102-41 [RESERVED]

## PART 102-42—UTILIZATION, DONATION, AND DISPOSAL OF FOREIGN GIFTS AND DECORATIONS

### Subpart A—General Provisions

Sec.

102-42.5 What does this part cover?

### DEFINITIONS

102-42.10 What definitions apply to this part?

### CARE, HANDLING AND DISPOSITION

102-42.15 Under what circumstances may an employee retain a foreign gift or decoration?

102-42.20 What is the typical disposition process for gifts and decorations that employees are not authorized to retain?

102-42.25 Who retains custody of gifts and decorations pending disposal?

102-42.30 Who is responsible for the security, care and handling, and delivery of gifts and decorations to GSA, and all costs associated with such functions?

102-42.35 Can the employing agency be reimbursed for transfers of gifts and decorations?

### APPRAISALS

102-42.40 When is a commercial appraisal necessary?

102-42.45 Who obtains a commercial appraisal?

102-42.50 Is there a special format for a commercial appraisal?

102-42.55 What does the employing agency do with the appraisal?

### SPECIAL DISPOSALS

102-42.60 Who is responsible for gifts and decorations received by Senators and Senate employees?

102-42.65 What happens if the Commission on Art and Antiquities does not dispose of a gift or decoration?

102-42.70 Who handles gifts and decorations received by the President or a member of the President's family?

102-42.75 How are gifts containing hazardous materials handled?

### Subpart B—Utilization of Foreign Gifts and Decorations

102-42.80 To whom do “we”, “you”, and their variants refer?

102-42.85 What gifts or decorations must we report to GSA?

102-42.90 What is the requirement for reporting gifts or decorations that were retained for official use but are no longer needed?

102-42.95 How do we report gifts and decorations as excess personal property?

102-42.100 How can we obtain an excess gift or decoration from another agency?

102-42.105 What special information must be included on the transfer request (SF 122)?

102-42.110 How must we justify a transfer request?

102-42.115 What must we do when the transferred gifts and decorations are no longer required for official use?