

§ 102-36.235

§ 102-36.235 What information do we provide when reporting excess personal property?

(a) You must provide the following data on excess personal property:

- (1) The reporting agency and the property location.
- (2) A report number (6-digit activity address code and 4-digit Julian date).
- (3) 4-digit Federal Supply Class (use National Stock Number whenever available).
- (4) Description of item, in sufficient detail.
- (5) Quantity and unit of issue.
- (6) Disposal Condition Code (see § 102-36.240).
- (7) Original acquisition cost per unit and total cost (use estimate if original cost not available).
- (8) Manufacturer, date of manufacture, part and serial number, when required by GSA.

(b) In addition, provide the following information on your report of excess, when applicable:

- (1) Major parts/components that are missing.
- (2) If repairs are needed, the type of repairs.
- (3) Special requirements for handling, storage, or transportation.
- (4) The required date of removal due to moving or space restrictions.
- (5) If reimbursement is required, the authority under which the reimbursement is requested, the amount of reimbursement and the appropriate fund code to which money is to be deposited.
- (6) If you will conduct the sale of personal property that is not transferred or donated.

§ 102-36.240 What are the disposal condition codes?

The disposal condition codes are contained in the following table:

Disposal condition code	Definition
1	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.

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Disposal condition code	Definition
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

DISPOSING OF EXCESS PERSONAL PROPERTY

§ 102-36.245 Are we accountable for the personal property that has been reported excess, and who is responsible for the care and handling costs?

Yes, you are accountable for the excess personal property until the time it is picked up by the designated recipient or its agent. You are responsible for all care and handling charges while the excess personal property is going through the screening and disposal process.

§ 102-36.250 Does GSA ever take physical custody of excess personal property?

Generally you retain physical custody of the excess personal property prior to its final disposition. Very rarely GSA may consider accepting physical custody of excess personal property. Under special circumstances, GSA may take custody or may direct the transfer of partial or total custody to other executive agencies, with their consent.

§ 102-36.255 What options do we have when unusual circumstances do not allow adequate time for disposal through GSA?

Contact your regional GSA Personal Property Management office for any existing interagency agreements that would allow you to turn in excess personal property to a Federal facility. You are responsible for any turn-in costs and all costs related to transporting the excess personal property to these facilities.