

REPORT OF PERSONAL PROPERTY FOR SALE

PAGE _____ OF _____

1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)		2. REPORT NO.	3. DATE
		4. FSC GROUP	5. TOTAL ACQUISITION COST
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)		7. PROPERTY LOCATED AT	
8. TO General Services Administration		9. LOAD-ING BY GOV'T a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXTENT (IF CHECKED "YES")	
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)		10. PROPERTY IS EXCHANGE/SALE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO	11. PROPERTY IS REIMBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE		13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)	
BY (SIGNATURE AND TITLE)		14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER	

16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)

ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST	
					PER UNIT (f)	TOTAL (g)

17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED		18. RECEIPT OF REPORTS IS HEREBY ACKNOWLEDGED	
SIGNATURE AND TITLE	DATE	SIGNATURE AND TITLE	DATE

FOR GSA INTERNAL USE ONLY

19. SALE NO.	20. TYPE OF SALE	21. INSPECTION DATES	22. BID OPENING DATE AND TIME
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