

REPORT OF PERSONAL PROPERTY FOR SALE

PAGE _____ OF _____

1. FROM (Name, Address and ZIP Code of Owning Agency)	2. REPORT NUMBER	3. DATE
	4. FSC GROUP	5. TOTAL ACQUISITION COST
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (Name, Address, ZIP Code and Telephone Number.)	7. PROPERTY LOCATED AT	
8. TO General Services Administration	9. LOADING BY GOVERNMENT	a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXTENT (If Checked "YES")
	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
12. SEND EXECUTED SALES DOCUMENTS TO (Name, Address, and ZIP Code)	13. DEPOSIT PROCEEDS TO (Appropriate Fund Symbol or Treasury Account Symbol (TAS) and Title)	
	14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER	
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE.	BY (Signature and Title)	

16. PROPERTY LIST (Use Continuation Sheet, If Necessary)						
ITEM NUMBER	ITEM NUMBER ASSIGNED BY GSA	COMMERCIAL DESCRIPTION AND CONDITION	UNIT	NUMBER OF UNITS	ACQUISITION COST	
					PER UNIT	TOTAL
(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

FOR GSA INTERNAL USE ONLY

19. SALE NUMBER	20. TYPE OF SALE	21. INSPECTION DATES	22. BID OPENING DATE AND TIME
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