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GSAXcess is a web-enabled platform that eligible customers can use to access all customer functions—including reporting, searching, and selecting property.

REGION 4 FEDERAL ACQUISITION SERVICE CUSTOMER TESTIMONIALS

# What our clients say...



## PERSONAL PROPERTY MANAGEMENT DIVISION



### GSA Helps Dispose of Excess Office Furniture

**Challenge:** In February 2017, GSA's Fleet Manager for the Fleet Office in Merritt Island, FL contacted the Personal Property Management Southeast-Great Lakes Zone (PPM) for assistance in disposing of excess office furniture. The excess property consisted of approximately twenty lots of complete workstations, manager office desk furniture, chairs, several filing cabinets, television, and a modular conference room. The Fleet office's lease was terminating in about one month. Fleet was trying to avoid spending funds to store the excess personal property.

**Action:** Cognizant of the financial dilemma the Fleet Office was in, Personal Property immediately provided assistance to them explaining the utilization and donation process, the Federal Management Regulations as well as all available avenues for quickly disposing of the property. They expeditiously developed a marketing strategy that promoted disposal of the office furniture and equipment to both Federal and State agencies. Marketing strategies included telephone calls, emails, and mass communication to GSAXcess users.

GSAXcess.gov is the site used by the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program. Agencies can report excess personal property for transfer by GSA to other Federal and State Agencies for Surplus Property (SASPs) as well as search for and obtain excess personal property on GSAXcess. The SASP is a state-run organization that coordinates with the federal program for the donation of federal surplus property to public, tax-supported entities and eligible private nonprofit tax-exempt organizations. General Services Administration's (GSA) Personal Property Management contacted the Florida SASP to identify the property they could use from the Fleet office.

**Solution:** While the preferred method of disposal is to report the property electronically using the online tool, GSAXcess, Property has a myriad of tools available. In this situation, the most expedient way to transfer the property to the FL SASP was to use a manual process. Property was able to review the paperwork and approve the donation in a timely manner.

**Result:** In March 2017, the property which was valued at \$49,000 was donated to the FL SASP to be distributed to eligible recipients. In addition, the GSA Fleet Management Office avoided storage fees estimated to be approximately \$2,000 per month.

**Reference:**  
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