## CONFIRMATION OF PERSONAL PROPERTY REPORTED FOR DISPOSAL ACTION

DATE

## INSTRUCTIONS

The attached reporting documents listed in Section I below submitted by your agency have been received expedite sales action, please provide the information requested in Section II and return this form to the address of the sales action.	
TO: (Agency name and complete mailing address)	
(Fold Here)	NO SALES ACTION WILL BE TAKEN UNTIL THE INFORMATION REQUESTED IN SECTION II OF THIS FORM IS PROVIDED.
SECTION I - TO BE COMPLETED BY REQUESTING GSA ACT	ΓΙVΙΤΥ
AGENCY REPORT NUMBER ITEM NUMBE	RS
SALES MANAGER	
SECTION II - TO BE PROVIDED BY REPORTING AGENC	Y
<ul> <li>1. IS PROPERTY LISTED ABOVE AVAILABLE AS ORIGINALLY REPORTED? YES?</li> <li>NO?</li> <li>DELETE ANY AVAILABLE</li> <li>2. CURRENT QUANTITY OF ANY ITEM WHOSE QUANTITY HAS CHANGED.</li> <li>3. CURRENT CONDITION OF ANY ITEM ABOVE WHOSE CONDITION HAS CHANGED. DESCRIBE ALL DEFICIE</li> <li>4. THE EXACT LOCATION OF THE PROPERTY (COMPLETE WITH STREET ADDRESS AND ZIP CODE).</li> <li>5. THE NAME AND COMMERCIAL TELEPHONE NUMBER OF THE PROPERTY CUSTODIAN.</li> <li>6. THE ACQUISITION COST FOR EACH LINE ITEM.</li> <li>7. THE CORRECT REPORT NUMBER (FEDSTRIP) WITH THE JULIAN DATE.</li> <li>8. IS THE PROPERTY EXCHANGE/SALE? YES?</li> <li>NO?</li> <li>IF YES, PROVIDE APPROPRIATE/FUND SYMBOL</li> <li>9. IS SALE OF PROPERTY REIMBURSABLE? YES?</li> <li>NO?</li> <li>IF YES, PLEASE CITY AUTHORITY.</li> <li>10. WILL GOVERNMENT LOAD? YES?</li> <li>NO?</li> <li>IF YES, TO WHAT EXTENT?</li> </ul>	
12. OTHER	
PLEASE RETURN THE CORRECTED REPORT(S) WITH THIS SHEET ATTACHED TO THE ADDRESS B IF FURTHER ASSISTANCE IS NEEDED, PLEASE FEEL FREE TO ON	ELOW BY
RETURN TO:	
	This form may be mailed in a window envelope