



U.S. General Services Administration



PROPERTY

CUSTODIAN GUIDE



Congratulations! You have been appointed as an accountable property official or property custodian for your agency. You will play an important role in ensuring the effective federal transfer, state donation, and sale of taxpayer assets entrusted to your agency.

The federal government purchases and disposes of more supplies and materials than any other organization in the world. Effective, efficient utilization and disposal of personal property is the responsibility of the federal Personal Property Management (PPM) program, as mandated in Title 40, USC Public Buildings, Property, and Works, Chapter 5 (40 USC 501 et seq.).

Federal Management Regulation (FMR), Subchapter B – Personal Property, 41 Code of Federal Regulations (CFR) 102-36, requires that executive agencies, to the maximum extent practicable, fill requirements for personal property by using existing agency property or by obtaining excess property from other federal agencies instead of making new procurements. As a result, federal property custodians help save millions of taxpayer dollars each year by supporting the disposal process.

Property custodians support the disposal process in many ways:

- Reporting property to GSA for screening
- Ensuring that property is properly stored and protected during screening
- Providing interested parties with information on available property
- Helping arrange in-person viewing of available property
- Maintaining documentation throughout the process
- Facilitating removal with recipients or take ultimate disposal action on the property

This publication serves as a quick-reference guide for individuals who serve as property custodians for their respective federal agencies. This guide is not all-inclusive, and users are encouraged to refer to their own agency's guidance and [FMR Subchapter B – Personal Property](#) for more detailed and comprehensive coverage of specific policies and procedures for personal property disposal.

If you have questions about topics found in this guide, contact your Area Property Officer (APO) – see www.gsa.gov/apo.

Note: Use of the pronouns “you” and “your” in this guide refers to your respective agency.

TABLE OF CONTENTS



- Overview of the Personal Property Disposal Process6**
- Direct Transfers8**
 - How do you conduct a direct transfer? 8
 - How do you complete an SF122? 8
 - What happens if the property is not picked up within 15 calendar days? 8
- GSAXcess®9**
 - What can you do in GSAXcess? 9
 - How do you get a GSAXcess user ID?..... 9
 - How do you report property on GSAXcess?..... 9
 - How do you search and acquire property for your agency on GSAXcess?..... 9
 - How do you find your property on GSAXcess after you report it? 9
- Property Reporting Guidelines 10**
 - What should you write in your property's description? 10
 - What if your property is Exchange/Sale or requires reimbursement? .. 10
 - What are the guidelines for pictures?..... 11
 - Does any property require additional information? 11
- Property Screening Guidelines 12**
 - What are your responsibilities during the screening process?..... 12
 - How do you know your property has been requested and is ready to be removed? 12
 - What happens during the removal process? 13
 - What happens if property is not picked up within 15 calendar days (21 for DLA property)? 13

Property Sales Guidelines14

- What happens after the surplus release date? 14
- When will you know your property is being sold on GSA AuctionsSM? 15
- How do you read an Invitation for Bid (IFB)? 15
- How long do auctions last on GSA Auctions? 16
- How does payment work on GSA Auctions? 16
- How is property removal handled with GSA Auctions?. 16
- Do you have a question about reconciling reimbursement or Intra-Governmental Payment and Collection (IPAC)? 18

MySales and GSA Auctions19

- What can you do in MySales? 19
- What is the difference between the MySales and GSA Auctions websites? 19

Other Property Disposal Programs20

- What is Agency Asset Management System (AAMS) internal screening? 20

Additional Resources21

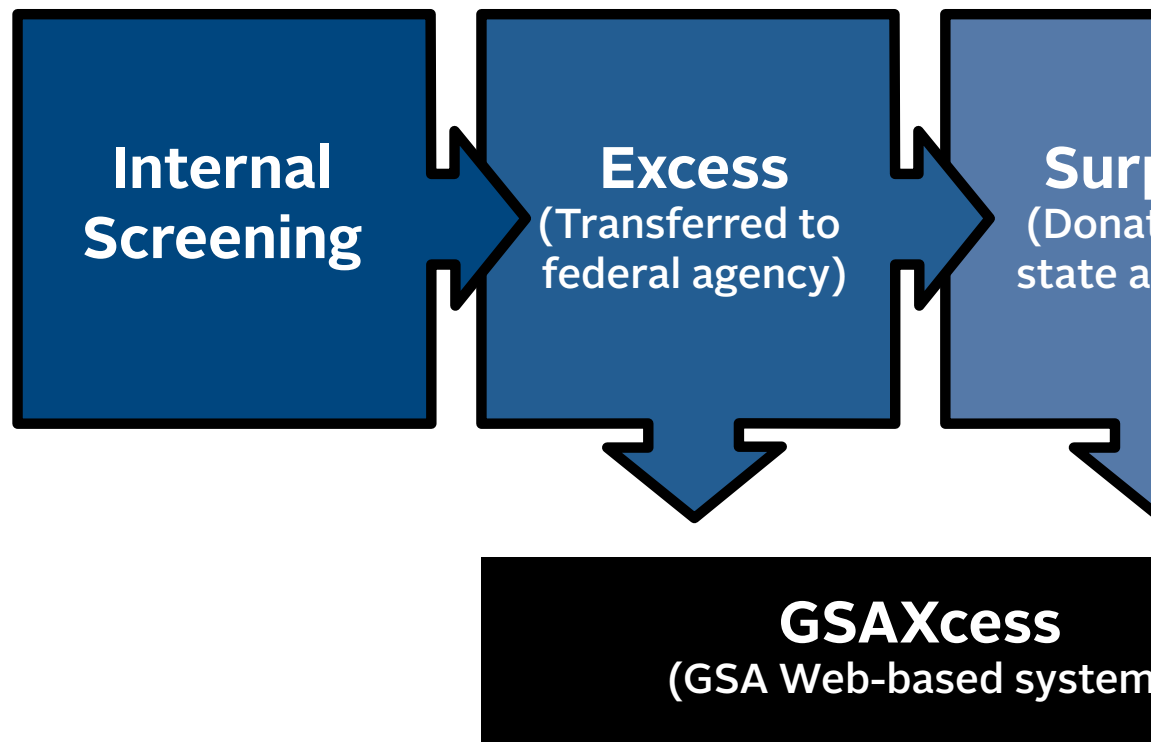
Appendix: System-Generated Messages22

- Notice of Allocation to Holding Activity 22
- GSAXcess[®] Signed Property Denial Notice. 23
- GSAXcess Completely Approved Property Transfer Order. 23



OVERVIEW OF THE PERSONAL PROPERTY DISPOSAL PROCESS

As a federal property custodian, you are responsible for personal property disposal. During the disposal process, different organizations are able to screen (view and purchase) property. For more information on the process, see below.



Internal Screening

Within your department or agency

- Follow your agency's internal procedures to conduct internal screening.
- Some agencies utilize the GSAXcess® Agency Asset Management System (AAMS) to conduct internal screening. For instructions on AAMS, please see "What is AAMS internal screening?"

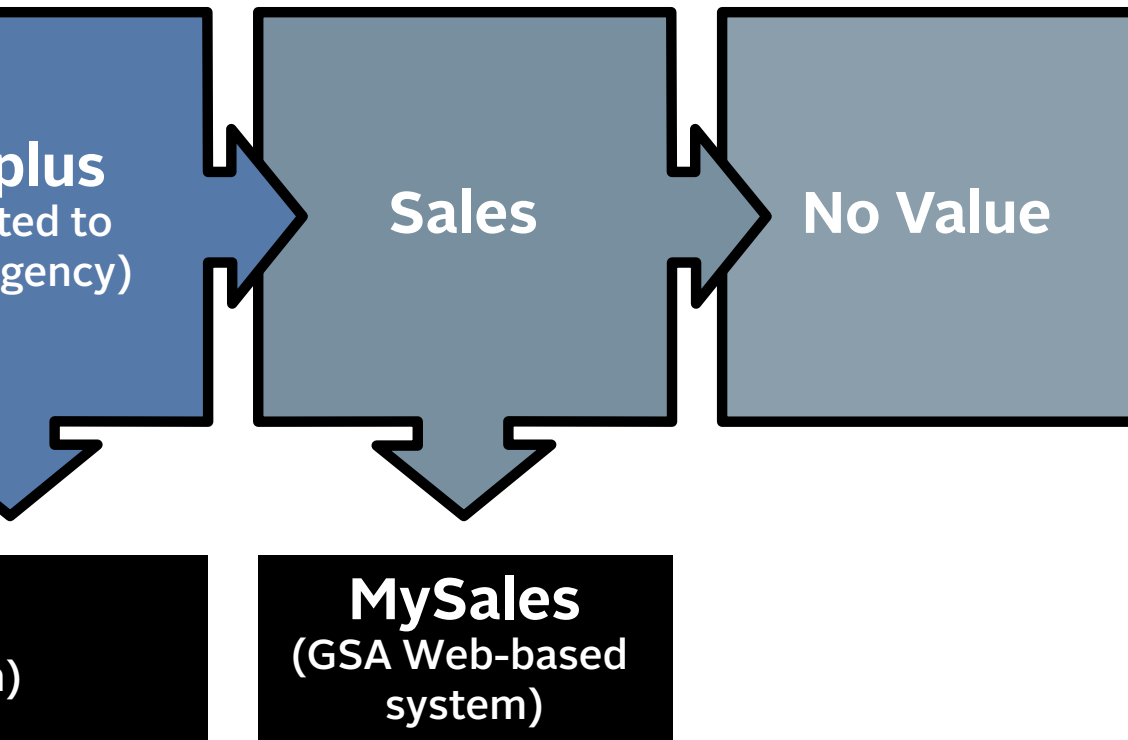
Excess Screening

Other federal agencies and Computers for Learning transfers

- Excess property is property no longer needed by the owning agency.
- [GSA-hosted Computers for Learning website](#) (computers and peripherally related equipment only)
- GSAXcess

PERSONAL PROPERTY

property throughout the disposal process. At various stages of (how) and acquire your items. For more details on the full disposal



Surplus/Donation

Eligible non-federal entities through the State Agencies for Surplus Property

- Surplus property is property no longer needed by the federal government.
- Donation refers to a transfer to eligible non-federal recipients (see FMR 102-37).

Sales

General public

- MySales

No Value

Within your department or agency

- Personal property could be returned to your agency if it does not meet minimum market value.
- Follow your agency's internal procedures and [FMR 102-36.305 et seq.](#) to conduct abandonment and destruction.

DIRECT TRANSFERS

Your agency can transfer excess personal property directly to another federal agency without first reporting it to GSA.



How do you conduct a direct transfer?

Per FMR 102-36.145, you may direct transfer under the following conditions:

If the total acquisition cost is \$10,000 or less per line item:

- You and the receiving agency must complete an **SF122**.
- An authorized official at the receiving agency must sign and approve the transfer.
- You or the receiving agency must provide a copy to the local GSA APO (based on physical location of the property before transfer) within 10 days.

If the total acquisition cost exceeds \$10,000 per line item:

- You and the receiving agency must complete an **SF122**.
- An authorized official at the receiving agency must sign and approve the transfer.
- The local GSA APO must approve the transfer either verbally (the name of the approving APO and date of the verbal approval should be included on the form) or by signing the transfer document.
- You or the receiving agency must provide a copy to the local GSA APO (based on physical location of the property before transfer) within 10 days.

If your agency has separate statutory authority to dispose of excess personal property:

- Verify that the acquiring agency is an eligible recipient.
- Consult your agency's guidelines to conduct this transfer.

How do you complete an SF122?

Please contact your **APO**.

What happens if the property is not picked up within 15 calendar days?

You or someone from your agency will:

- Cancel the transfer.
- Report the property in GSAXcess® for disposal processing.

GSAXCESS®

What can you do in GSAXcess?

- Report your agency's personal property.
- Track the property throughout the disposal process.
- Search for, request, and obtain items for your agency.

How do you get a GSAXcess user ID? Self-registration (for view-only access; available to users with a .gov and .mil email address)

- Click on the "Self-Register" link to the left of the red "Login" button.
- You will need your Activity Address Code (AAC).
 - ❖ AAC is a six-digit alphanumeric code that represents your agency, bureau, and location.
 - ❖ If you do not know your AAC, you can contact **your agency's AAC POC**.
 - ❖ If you need further assistance with AACs, contact us at ordermgmt@gsa.gov.

National Utilization Officer (NUO) registration (for search/select and reporting access)

If your agency's NUO registers you, you are allowed additional privileges (reporting property, search and select, etc.).

If you do not know your agency's NUO, [visit gsa.gov/nuo](http://visit.gsa.gov/nuo). If your agency does not have an assigned NUO, contact **your local GSA APO**

Updating Account Information

- Account information includes email, name, and phone number. To update your account information, click "Update Your Information" on the main menu screen after you log in.
- AAC or Approving Official: If you move locations and need to update your AAC or Approving Official, please contact **your NUO** (or **AP0**, if no NUO is assigned to you).

How do you report property on GSAXcess?

- [Reporting property](#)
- [Uploading multiple photos](#)
- [GSAXcess Users Guide](#)
- See "[Property Reporting Guidelines](#)"

How do you search and acquire property for your agency on GSAXcess?

- [Searching for property](#)
- [Selecting property](#)
- [Electronic Approving Official instructions](#) (If your Approving Official is on leave, alternate AO instructions are included on page 8 of the linked instructions document.)

How do you find your property on GSAXcess after you report it?

- [Where is My Property? Training](#)

Item status:

AAMS master	Your item is in internal screening.
GSAXcess	Your item is screening in GSAXcess.
Computers for Learning (CFL)	Your item is screening in CFL.
Transfer completed	Your item was transferred to another agency.
Surplus	A state agency has requested your item for donation.
Donation completed	Your item was donated to a state agency.
Withdrawn	Your agency withdrew the item, and it is no longer available.
Waiver	Your item finished screening and returned to the agency.
Sales	Your item finished screening and has gone to GSA Sales.

PROPERTY REPORTING GUIDELINES

Detailed descriptions and clear pictures help you (the custodian) dispose of property quickly and efficiently. They give customers the confidence to request or bid on your items and reduce the likelihood that you will have to answer questions about the property.

What should you write in your property's description?

- Reporting Property Checklist

What if your property is Exchange/Sale or requires reimbursement?

Which property types provide reimbursement?

- Exchange/Sale: Property not excess to the needs of your agency, but eligible for replacement; the sale proceeds are used to pay for the replacement (see [FMR 102-39](#)).
- Reimbursable: Includes property for which your agency has specific statutory authority to retain net sales proceeds when it's sold (see [FMR 102-38.295](#)).
- Surplus Reimbursable (Surplus Sales Proceeds Retention): Property that is excess, but, if it's sold, the agency desires a portion of the sales proceeds to offset its costs of care and handling pending sale. Note: agencies do not receive reimbursement for property that is transferred to another agency or donated to an eligible recipient. If reimbursed, an agency may only retain its costs directly related to the sale of property and remaining funds must be deposited as miscellaneous receipts in the U.S. Treasury (see [FMR 102-38.295\[b\]](#)).

What information is required for reimbursement?

- Always include Treasury Account Symbol (TAS) and an Agency Location Code (ALC) when reporting property that requires reimbursement.
- Not sure what a TAS or ALC is? Review our [Agency Reimbursement 101 training](#).

What are the guidelines for pictures?

- Pictures should be provided in addition to a detailed written description to ensure a smooth transition to GSA Sales.
- [FMR Bulletin FMR B-14](#)
- [GSAXcess® picture guidelines](#)

Does any property require additional information?

Yes, some special categories of property require additional information. Examples include (but are not limited to):

Vehicles	FSCs 2310 and 2320
Aircraft	FSCs 1510 and 1520
Vessels	FSG 19, over 50 feet
Computers and electronic equipment	FSG 70
Trailers	FSC 2330
Weapons/firearms	FSCs 1005 and 1010

For more information, please see [Reporting Property](#), slides 23 through 34.



PROPERTY SCREENING GUIDELINES



What are your responsibilities during the screening process?

- Answer questions from potential recipients about the property.
- Facilitate inspections or on-site screening (if applicable).
- Maintain documentation of property records.
- Properly store and protect assets while in screening or awaiting pickup.
 - ❖ After reporting the property in GSAXcess®, do not ship the property to GSA.
 - ❖ It is the responsibility of your agency to maintain accountability and proper storage of property during the full disposal process.
 - ❖ Property should be stored in a location designated by your agency.
- Communicate any changes in property availability to your **GSA APO** in a timely manner.

How do you know your property has been requested and is ready to be removed?

You will receive email notifications as your property flows through the disposal process:

- A **“Notice of Allocation to Holding Activity”**: Someone has requested your property
- A **“GSAXcess Signed Property Denial Notice”**: GSA or the requesting agency has denied someone's request for your property (or GSA has allocated it to someone else)
- A **“GSAXcess Completely Approved Property Transfer Order”**: both GSA and the requesting agency have approved the request for your property and you may coordinate property removal

What happens during the removal process?

Your responsibilities:

- Maintain the property until it's removed.
- Promptly answer questions from the recipient.
- Assist the recipient in coordinating the property removal.
 - ❖ Notify the recipient of any facility requirements (ID, hours, etc.).
 - ❖ Notify GSA APO if pickup is not completed in 15 calendar days (21 days for DLA).
 - ❖ Facilitate removal with the recipient. If willing and able, you may box items for a recipient, but you are not required to do so.
- Notify GSA APO if property is no longer available.

Recipient responsibilities (for your reference):

- Coordinate property removal with your agency.
- Arrange and pay for shipping and handling.
- Remove property within 15 calendar days (21 for DLA) from the date of GSA allocation unless arranged otherwise.
 - ❖ Recipient can request an extension from the holding agency.
 - ❖ GSA and the custodial (your) agency can approve the extension or cancel the transfer.
- Immediately notify GSA if the recipient decides they do not want the property.

What happens if property is not picked up within 15 calendar days (21 for DLA property)?

- You should notify the GSA APO listed on the transfer order.
- GSA will cancel the transfer order.
- Depending on how your agency reported the property, once the Surplus Release Date (SRD) has been reached, the property will:
 - ❖ Move into MySales to be offered to the public for sale.
 - ❖ Return to your agency.



PROPERTY SALES GUIDELINES

What happens after the surplus release date?

- You (the custodian) will receive an automatic notification from GSAXcess® (“GSAXcess – Available for Sale/Disposal Notification”) when your property completes screening.
 - ❖ Verify your contact information at the top of the letter.
 - ❖ Check each item and its status to see where your item has gone.
- If you need to contact GSA Sales at this point (before your item has been lotted), please contact your **zonal sales office**.

Sample “GSAXcess – Available for Sale/Disposal Notification”:

GSAXcess - Available for Sale/Disposal Notification, AAC:XXXXXX on 20200430

From: <GSAXcess@gsa.gov>
 Date: Thu, Apr 30, 2020 at 9:13 PM
 Subject: GSAXcess - Available for Sale/Disposal Notification, AAC:XXXXXX on 20200430
 To: Property Custodian Email, cc email address (if applicable)

Available for Sale/Disposal Notification Letter Page: 1

DATE: 04/30/2020

To: Property Custodian Name
 Phone Number: (XXX)-XXX-XXXX

From: Federal Acquisition Service
 Federal Disposal System - GSAXcess(R)

Dear Reporting Agency:

Property previously reported to GSAXcess(R) in the quantities stated below and identified by the following Item Control Number(s), has/have completed screening as of DD Month YYYY.

If you indicated that the property should be sold by an FAS Sales Center, it has automatically been forwarded for Sales action. If your Agency selected GSA as your Sales Center, you can view the Sales status of your item(s) by visiting the MySales <https://mysales.fas.gsa.gov> website. Please use your GSAXcess issued user ID and password to login. If you can not access MySales with the information above contact mysales.helpdesk@gsa.gov.

If your Agency selected USDA-CEPO, please contact USDA-CEPO at XXX-XXX-XXXX or by email sample.email@usda.gov for USDA-CEPO Sales status (your property must be located within the D.C. metropolitan area to select USDA-CEPO).

If your Agency selected DOI/AMD, please contact DOI POC by email at sample.email@nbc.gov for DOI/AMS Sales status (your property must be an FSG 15 to select DOI/AMD).

If your Agency selected Department of Treasury/IRS Vehicles Sales, please contact IRS POC by email at sample.email@do.treas.gov for IRS Sales status (your property must be a passenger vehicle to select Department of Treasury/IRS Vehicle Sales).

If you did not select an FAS Sales Center (you selected Approved Waiver which means that your Agency will have obtained an Approved Waiver from the Office of Governmentwide Policy <https://www.gsa.gov/fasassetsales> excluding them from using a Sales Center) then your Agency may now initiate sales action or other disposal action as appropriate.

Your property status is indicated in the Status column. GSA Sales means that you elected GSA to sell your property. USDA-CEPO means that you elected USDA to sell your property. Waiver means that you elected to have the control of the property returned to your Agency.

Sl.#	Item Control Num.	FSC	Noun Name	Qty.	Status
1.	XXXXXX-XXXX-XXXX	7110	OFFICE DESKS	15	GSA Sales

Are your name and phone number correct? If they aren't, please contact your Sales Office.

Did you choose GSA as your Sales Center? Follow your item on MySales!

Make sure to check the status of the item in the "status" column.



When will you know your property is being sold on GSA AuctionsSM?

- Typically, property will be lotted to a sale within two weeks after it rolls over to GSA Sales.
- Prior to a sale being uploaded to the GSA Auctions website for public bidding, the Sales Contracting Officer (SCO) will email the Invitation for Bid (IFB) to the property custodian for their review.
- If you need to contact Sales at this point, please contact the SCO who emailed you the IFB.

How do you read an Invitation for Bid (IFB)?

- It is very important that you review the IFB to ensure all information is accurate.
- The IFB will contain sale and inspection dates, assigned lots, descriptions, and points-of-contact details. **It is imperative that there is a responsive point of contact at your property location site to answer questions from the public and to be available for a physical inspection.**
- You should notify the SCO of any changes before the sale begins.

Sample IFB:

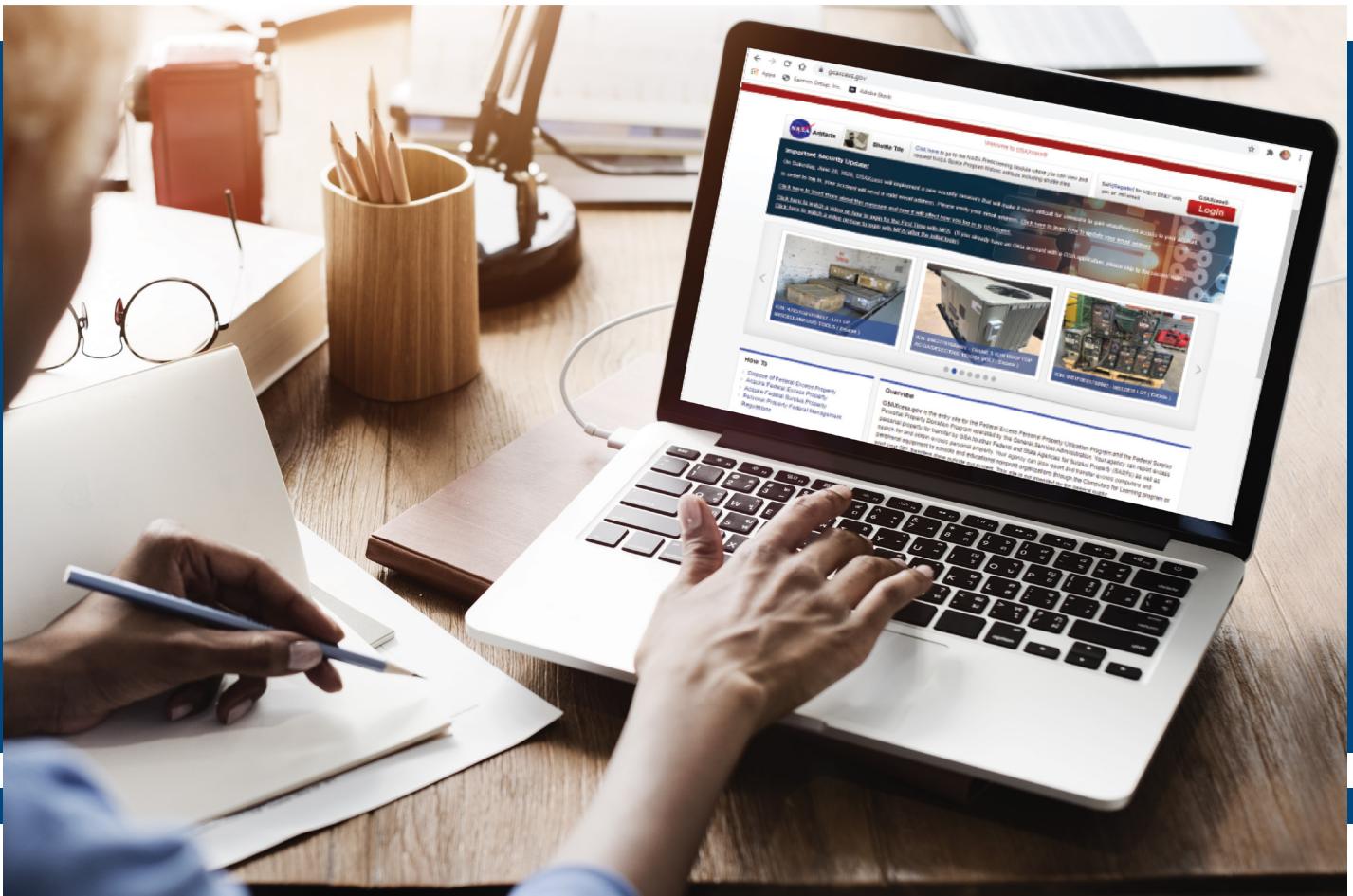


REPORT NO:	XXXXX	INVITATION FOR BID
SALE NUMBER:	XXXXXXXXXX	
SALE LOCATION:	Sample Agency Address 1800 F St. NW Washington, DC 20001	
CUSTODIAN: COMMERCIAL PHONE:	Property Custodian Phone: (XXX)-XXX-XXXX	
INSPECTION DATES/TIMES:	11/26/19 FROM: 12:30 TO: 04:00 11/27/19 FROM: 12:30 TO: 04:00	Are you available during these times?
PAYMENT DUE DATE:	12/03/19	
PROPERTY REMOVAL DATE:	12/10/19	If the property is not picked up by this date, please contact your Sales Contracting Officer.



LOT	DESCRIPTION	QUANTITY	LOT	DESCRIPTION
THE FOLLOWING LOTS ARE LOCATED AT:				
Sample Agency Address 1800 F Street NW Washington, DC 20001				
CUSTODIAN: Property Custodian Name PHONE NO: (XXX)-XXX-XXXX FAX: (XXX)-XXX-XXXX EMAIL: custodian.email@gsa.gov				
001	REPORT NUMBER: XXXXX-XXX-XXXX 2009 Dodge Grand Caravan, 3.3L, V-6 Automatic, This vehicle only has two seats, cracked windshield, scuffs and scratches, and the tires have dry rot but hold air. This vehicle is in poor condition. Deficiencies when known have been listed. The absence of any deficiencies does not mean that none exist			
002	One lot to consist of 5 HON HVL220 VA10 Mid Back Task Chairs and 5 Office Desks. The chair's abrasion resistant polyester fabric seat back cushion keep your body happy, supported and comfortable so you can concentrate on work. Let this comfortable office chair take care of your body while you work with a contoured back that reclines, waterfall seat edge for better leg circulation and adjustable arms for outstanding all-day support. Create a space to tackle your to-do list without occupying prime real estate with this corner desk, perfectly proportioned to sit in snug corners. Crafted from manufactured wood with laminate, this budget-friendly piece features one open cubby shelf, one docking station for electronics, and one file drawer on metal ball-bearing glides that provide a place for essential supplies. A neutral finish helps this clean-lined design blend with a variety of color palettes and aesthetics. Full assembly is required.			





How long do auctions last on GSA AuctionsSM?

- Generally, an auction runs for seven days.
- For high-dollar auctions (such as vessels, aircraft) that require bid deposits, the auction runs for 15 days, generally.

How does payment work on GSA Auctions?

At the close of the sale, the successful bidder must pay for property within two business days.

- The SCO will send out payment reminders the same day payment is due or the day after and, typically, allow another 24 hours for payment.
- **If payment is made:**
 - ❖ You will receive a copy of the purchaser's receipt, which will include the successful bidder's information.

■ If not paid:

- ❖ SCO will place the item in default for non-payment and will notify you.
- ❖ SCO will also relist the item immediately. Typically, an item will be relisted for three to five days.

How is property removal handled with GSA Auctions?

The purchaser must remove property within 10 business days from the time and date of the award, unless otherwise specified in the contract. At the time of removal, the following requirements must be met:

- A paid receipt entitled "Purchaser's Receipt and Authority to Release Property" must be presented to you at the time of removal to verify proof of purchase/payment; **otherwise, removal will not be permitted.**
 - ❖ If the purchaser is removing the property, they must show you a government-issued photo ID. (Confirm that the name matches the name on the receipt.)

- ❖ If the successful bidder hires a third-party agent for removal:
- ◆ The bidder must provide you with a memo or letter of authorization authorizing removal by the third party.

- ◆ Upon pickup, the third party must show you a copy of the memo/letter of authorization and a government-issued photo ID.

■ **The purchaser or third party must sign the purchaser's receipt and leave it with you as proof that the property was removed.**

Sample purchaser's receipt:

From: **GSA Auctions Zonal Office <GSAAuctions.SampleOffice@gsa.gov>** Wed, Jan 29, 2020 at 7:02 AM
 To: Property Custodian <property.custodian@agency.gov>
 Subject: Purchaser's Receipt to Custodian for Sale/Lot **Sale/Lot Number** Register No **PXXXXXX** (IF YOU ARE NOT THE CUSTODIAN, PLEASE FORWARD THIS EMAIL TO THE CUSTODIAN)

GSA FEDERAL ACQUISITION SERVICE
 OFFICE OF PERSONAL PROPERTY MANAGEMENT

PURCHASER'S RECEIPT AND AUTHORITY TO RELEASE PROPERTY

1. FROM:
 GSA Sales Office Address
 1234 Sample St.
 Chicago, IL 60604
 GSA Sales Contracting Officer Name
 TEL: (XXX)-XXX-XXXX
 FAX: (XXX)-XXX-XXXX
 sample.sco@gsa.gov

2. PAYMENT INFORMATION
 A. TYPE: (N/Y) REFUND DUE: (N/Y)
 B. AMOUNT: \$XXXX.00
 C. FORM OF PAYMENT: X
 D. INTERNAL USE ONLY
 E. INTERNAL USE ONLY

3. DEPOSIT INFORMATION
 A. APPROPRIATION ACCOUNT NUMBER
 XXX-XXXX-XXX/TAS: XXX XXXX XXXX XXXX

ACKNOWLEDGEMENT IS MADE OF PAYMENT IN FULL FOR THE PROPERTY LISTED BELOW. RELEASE OF PROPERTY AT THE REQUEST OF THE PURCHASER IS AUTHORIZED. PURCHASER MUST PRESENT THIS DOCUMENT AT TIME OF REMOVAL.

4. DATE PURCHASER MUST REMOVE PROPERTY BY, UNLESS NOTIFIED BY GSA: **02/06/20**

5. COLLECTION OFFICER
 Collection Officer Name

6. PURCHASER BIDDER NO.: **XXXXXX**
 Purchaser Name
 1234 Purchaser Address St.
 Chicago IL, 61604
 TEL: (XXX)-XXX-XXXX
 FAX: (XXX)-XXX-XXXX
 Purchaser.Email@yahoo.com

7. OWNING AGENCY OR REPORTING OFFICE
 Agency Bureau Name
 321 Agency Address Rd.
 Peoria, IL 61525
 Property Custodian Name
 TEL: (XXX)-XXX-XXXX
 FAX: (XXX)-XXX-XXXX
 Property.Custodian.Email@agency.gov

8B. SIGNATURE OF PURCHASER OR DESIGNATED PERSON

8A. PROPERTY LOCATION (ACCOMPANIED WITH WRITTEN AUTHORIZATION)
 Property Location
 101 Sample Ln.
 Lot 27
 Chicago IL 60604
 Property Custodian Name
 TEL: (XXX)-XXX-XXXX
 FAX: (XXX)-XXX-XXXX
 Property.Custodian@agency.gov

Purchaser should sign and date here.
(If purchaser is not picking up the property, have the designated person sign here and include written authorization from the purchaser).

9. PROPERTY DESCRIPTION
 A. SALE NO. B. LOT NO. C. CONTRACT NO. D. QUANTITY E. UNIT
XXXXXXXX XXX XX 1 LT

Item Description: Dark brown wooden office desk, approximately 3 ft. x 5 ft. x 3 ft. Has three drawers on left side of the desk. The top drawer locks (key is included).

AWARDED LOT(S) XXX

Verify your account information.

Pay attention to the purchaser's information! Their phone number and email should be listed in case you need to contact them regarding property pickup.

Make sure you verify the purchaser's first and last names by requesting a photo ID.

Don't forget to have the purchaser sign and date when they pick up the property!

Use MySales to confirm the Item Control Numbers listed under the sale.

What are the purchaser's removal responsibilities?

- Per the terms and conditions of our sales, the purchaser is responsible for all removal costs such as pickup (providing additional personnel, when necessary, to remove their items), packing, shipping, and transportation costs.
- If an extension is needed, the purchaser must contact the Sales Contracting Officer (SCO).

How do you extend the removal deadline?

- The purchaser must contact the GSA SCO who manages the sale.
- The managing SCO is the **only** individual authorized to grant an extension.
- An extension is a modification of a contract between the government and the purchaser – and SCOs have the warrant to make that modification.

What happens once the removal deadline has expired?

- The SCO will contact you to obtain a copy of the signed purchaser's receipt. However, it's preferred that you send the signed purchaser's receipt to the SCO as soon as you have the signed copy.
- If property has not been removed, the SCO will send a reminder email to the purchaser requesting they contact you ASAP, so the property can be removed within the next two days.
- If property is still not removed, the SCO will put the successful bidder in default and will relist the property within three to five business days.

Do you have a question about reconciling reimbursement or Intra-Governmental Payment and Collection (IPAC)?

The IPAC provides a section titled "Transaction Description," which includes a contact's name, email address, and phone number. If you have questions about a particular IPAC, please reach out to the contact under the transaction description.

For IPAC general inquiries, contact Corey Tilley at corey.tilley@gsa.gov.



MYSALES AND GSA AUCTIONSSM

What can you do in MySales?

- Agencies can simply track their property through the sales process.
- Agencies can withdraw property from the sales process.
 - ❖ Property items have to be in “Available” status in order to withdraw.
 - ❖ Otherwise, **contact the zonal sales office** directly to return the items.

Property statuses include:

Available	Your item is in GSA Sales, but has not been lotted yet.
Lotted	This status can mean one of three things – <ul style="list-style-type: none"> ■ Your item has been assigned to a sale. ■ Your item is available for bid on GSA Auctions. ■ Your item went up for auction, but either received zero bids or was not automatically awarded (e.g., did not meet reserve price, etc.). The item will either be awarded or placed back into “available” status.
Awarded	Your item was awarded to a bidder.
Paid	The bidder has paid for the item.
Removed	The bidder has removed the item.
Withdrawn/returned	Your agency has withdrawn the item, or the item was returned to your agency for further disposition. The most common reason that GSA would return item(s) is due to minimal market value or the item(s) received no bids at auction.

You cannot report property into the MySales website.

- In most cases, property should be reported through GSAXcess®.
- Although it is not mandatory to report Exchange/Sale property through GSAXcess, it is highly recommended.
- If agency personnel choose to bypass GSAXcess when reporting Exchange/Sale property, they must input property on a manual **SF126** and submit it to the appropriate zonal sales office.

What is the difference between the MySales and GSA Auctions websites?

MySales is for federal agencies only to track and trace property through the sales process. The GSA Auctions website (gsaauctions.gov) is used for the public to bid on federal property.

OTHER PROPERTY DISPOSAL PROGRAMS



What is Agency Asset Management System (AAMS) internal screening?

Only select agencies use AAMS (see agency list immediately below). For more information, see [AAMS internal screening guidance](#) or choose the appropriate AAMS guide for your agency:

- Department of Homeland Security (DHS) AAMS User Guide
- Department of Agriculture (USDA) AAMS User Guide
- Department of Energy Asset Disposal System (EADS) User Guide
- Veterans Affairs AAMS User Guide

How do you use the GSA-hosted Computers for Learning (CFL) website?

- CFL basics
- Custodian validates eligibility
 - ❖ **Please note: It is your agency's responsibility to verify the eligibility** of schools and educational non-profits before allocating property. **GSA does not verify eligibility** of CFL-registered schools and educational non-profits.
 - ❖ Eligibility requirements
 - ❖ NCES search for public schools
 - ❖ NCES search for private schools
 - ❖ IRS tax-exempt organization search
- Once eligibility is confirmed, the agency allocates property.
 - ❖ Reference your agency's policies on how to select and allocate to recipients.
 - ❖ CFL instructions for property managers
 - ❖ CFL allocation instructions
- If you need additional assistance:
 - ❖ On how to use the CFL module on GSAXcess®, please contact your **APO**.
 - ❖ On your agency's guidance on CFL, please contact your **NUO**.

ADDITIONAL RESOURCES



Do you have more questions? Here's a list of additional resources:

- **Locate your Area Property Officer (APO)**
- **Locate your sales contact**
- **Locate your National Utilization Officer (NUO)**
- **GSAXcess® training presentations**
- **GSAXcess Users Guide**
- **Computers for Learning (CFL) training presentations**
- **Federal Management Regulation (FMR) and FMR bulletins**
- **PPM publications**
- **PPM program brochures**
- **Personal Property Center (Washington, D.C. area)**
- **Where to find training:**
 - ❖ **On-demand/live training**
 - ❖ **One-on-one or personalized training**
 - ◆ **Contact your APO to schedule.**
 - ◆ **In-person or virtual, depending on your location**
 - ❖ **Self-guided training**
 - ◆ **Go to gsaccess.gov.**
 - ◆ **Look at the left-hand menu "Training Presentations."**



APPENDIX: SYSTEM-GENERATED MESSAGES

Did you receive an email from GSAXcess® and aren't sure what it means? The following are screenshots of typical messages you receive and what actions you need to take (if any).



Notice of Allocation to Holding Activity

- An agency has requested your property.
- GSA has allocated the property to an agency (is “freezing” the property for them, pending all proper approvals are completed).
- **Property Custodian Action:** None

Notice of Allocation to Holding Activity

Date: 07/01/20

To: Property Custodian Name
 Phone: (XXX)-XXX-XXXX
 Fax: (XXX)-XXX-XXXX

From: Federal Supply Service

Dear Holding Activity:

Attached is an unsigned computer generated Transfer Order: XX X XXXX XX for property held by your agency at the following location:

Property Location
 321 Sample Ln.
 New York, NY 10278

We have allocated the items on the Transfer Order to the following Government activity:

Requesting User Name
 Phone: (XXX)-XXX-XXXX
 Requesting Agency Bureau
 1001 Federal Dr.
 Syracuse, NY 13244

Property allocated by FAS should not be sold or transferred without specific FAS authority. The agency indicated on both the Notice and Transfer Order has seven calendar days (ending on 06/08/2017) to return the signed Transfer Order to FAS. At that time, FAS will approve it and the agency should contact you to coordinate pickup. Property should not be released unless the acquiring activity presents a copy of the attached Transfer Order that is signed by FAS. If you do not hear from the agency within a reasonable period of time, you can inquire about the status of the allocation from the following FAS allocating official:

Area Property Officer Name
 APO Address: GSA Building
 323 Sample Ln.
 New York, NY 10278
 Phone:(XXX)-XXX-XXXX (Fax):(XXX)-XXX-XXXX

Email: AREA.PROPERTY.OFFICER@GSA.GOV

- Verify your name and contact information.
- Verify the property's location.
- You do not need to do anything else until you receive a “Completely Approved Transfer Order” email.
- Have a question? Contact the GSA Area Property Officer listed here.

Denial Notice Page: 1

DATE: 07/11/20

TO: Requesting Agency User Name
Agency Bureau
Fax: (XXX)-XXX-XXXX

FROM: Federal Acquisition Service / QSC

Dear Requesting Agency Approving Official:

The following item(s) on Transfer Order XX-X-XXXX-XX have been denied.

Item Control Number	Item Name
1. XXXXX-XXXX-XXXX	Office Furniture

Most requests are denied for the following reasons listed in the Federal Management Regulations:

Section 102-36.265-What if there are competing requests for the same excess personal property?

(a) GSA will generally approve transfers on a first-come, first-served basis. When more than one Federal agency requests the same item, and the quantity available is not sufficient to meet the demand of all interested agencies, GSA will consider factors such as national defense requirements, emergency needs, avoiding the necessity of a new procurement, energy conservation, transportation costs, and retention of title in the Government.

(b) Requests for property for the purpose of cannibalization will normally be subordinate to requests for use of the property in its existing form.

Section 102-36.270-What if a Federal agency requests personal property that is undergoing donation screening or in the sales process?

Prior to final disposition, GSA will consider requests from authorized Federal activities for excess personal property undergoing donation screening or in the sales process. Federal transfers may be authorized prior to removal of the property under a donation or sales action.

If you would like more information about the reason for the denial, please contact: GSA Area Property Officer Name Phone: (XXX)-XXX-XXXX
Email: area.property.officer@gsa.gov

In the event there is no response from the activity or activities receiving the allocation, your request will be reconsidered.

Check the Item Control Number (ICN) and the item name to verify what item in your inventory this applies to.

Since this is a denial notice, you **do not** release the property.

Have questions? Contact the GSA Area Property Officer listed here!

GSAXcess® Signed Property Denial Notice

- The requesting agency approver has denied the transfer **or**
- GSA has denied the transfer **or** allocated the property to another agency.
- **Property Custodian Action:** none; **do not** transfer property

DATE: 07/09/20

TO: Approving Official Name
Requesting Agency Bureau
Fax: (XXX)-XXX-XXXX

FROM: Federal Acquisition Service / QSC

Dear Agency Approving Official:

Attached is a GSA Area Property Officer (APO) electronically approved computer generated Transfer Order for Excess Property.

Please coordinate pick up of your property items by contacting the Reporting activity or Property Custodian listed on the attached Transfer Order.

If you have any questions, you may contact either the GSA APO or the Reporting Activity listed in the Transfer Order.

The reporting agency's request has been approved, and they have been instructed to contact you about transferring the item. Check out the completed transfer order for all the information!

GSAXcess Completely Approved Property Transfer Order

- The receiving agency's approving official signs and approves the transfer.
- GSA signs and "final approves" the transfer.
- This document will include signatures (typically, they are electronic, but could be manual) from both the requesting agency and GSA.
- Property custodian action: Look for contact from the requesting agency to remove the property (see "What happens during the removal process?").

TRANSFER ORDER (NUMBER: XX X XXXX XX) Page: 1

EXCESS PERSONAL PROPERTY

GSA, Office of Personal Property Management Regional Office Location Chicago, IL 60604	Ordering Agency: Agency Bureau: XXXX
GSA Area Property Officer Name Phone Number Fax Number	Ordering Agency Address 1234 Sample St. Chicago, IL 60604
Reporting Activity: Agency Bureau: XXXX	Requesting User Name Phone Number Requesting User's Approving Official Fax Number
Reporting Agency Address 101 GSA Rd. Cincinnati, OH 45255	Ship To: -----
Property Custodian Name Phone Number Fax Number Location of Property:	Ordering Agency SHIPPING Address Attn: Property Recipient 1234 Sample St., Bldg. A Chicago, IL 60604
Property Location 400 GSA Rd. Cincinnati, OH 45255	Shipping Instructions:
Property Custodian Name Phone Number Fax Number Approp Fund:	
GSA APO Email: SAMPLE.APO.EMAIL@GSA.GOV Screener Email: SAMPLE.SCREENER@REQ.AGENCY.GOV	GSA Approval: Signature: GSA Signature Date: 07/09/2020 Title: GSA Area Property Officer
POC Email: SAMPLE.POC@REP.AGENCY.GOV POC Email CC: SAMPLE.POC.CC@REP.AGENCY.GOV Custodian Email: SAMPLE.CUSTODIAN@REP.AGENCY.GOV	
Ordering Agency Approval: Signature: Sd/- Req. Agency Approving Official Signature Date: 07/09/2020 Title: Approving Official	

Item Control No.	Stock No.	ITEM LIST Qty.	Unit Cost	UI	Cond	Fair Mkt Val
XXXXXX XXXX XXXX	7110	15	\$800.00	EA	1	
Item Name: Office Desk Surplus Release Date (SRD): 13 JUL 2020						

Need something from the requesting agency? Their contact information is here!

If the requesting agency has any special shipping instructions, they should be listed here.

Both signature blocks should be signed! The Sd/name means that the user has digitally signed the transfer order.

All of your item information is here.



U.S. General Services Administration

<https://www.gsa.gov>
August 2020
5-20-00819

View, download, and order catalogs via <https://www.gsa.gov/cms>