

Excess, Unserviceable, Lost, Stolen, Damaged Property

What Do I Do!???- A Quick Reference Guide

Updated by the NAA Property Office August 2005

Excess

- 1) Fill out form **SF-120**.
- 2) Put through screening process-USDA and Federal. Use AAMS-USDA/GSAXcess for screening. **DO NOT use PROP after August 19, 2005.**
- 3) Takes minimum of 60 days for screening process. After screening:
 - A) If someone wants the item thru Federal Screening use **SF-122** (Transfer). You are Done.
 - B) If no one wants item after screening:
 - 1) GSA may sell or donate the item for you, but may decline and ask for you to dispose of it.
 - 2) If GSA doesn't sell or donate it, you can sell, donate, or properly dispose of item. (see #3 below)
 - 3) If item has little or no value or has original acquisition cost of less then \$500, you can dispose of it. Otherwise, you must post a **Public Notice** for at least 7 days or you can donate it to a public body. If no one wants it after that, trash it. (You done all you can). Remember to fill out form **AD-112** if you are going to throw it out.

Unserviceable

- 1) Fill out form **AD-112**.
- 2) In the explanation, explain the reason it is not useable and what it would cost to repair. Also explain the feasibility of repairing or replacing. (Declaring an item obsolete is not an acceptable reason to bypass screening and immediately trashing an item.)
- 3) You may bypass the Federal screening process if the item has no commercial value or the estimated cost of care and handling of the item would be more then the sales proceeds.
- 4) Once declared unserviceable by written determination you may donate the item to a public body or post a **Public Notice** to be posted for a minimum of 7 days alerting the public of the disposal of government property. However, you don't have to post a Public Notice when the original acquisition cost is less then \$500, items poses danger to the public, or value is so little that advertising for public sale is not economical.
- 5) Make sure to properly fill out all sections of the AD-112 that apply.

Donations

- 1) When can you donate an excess item? You may donate after it goes through USDA screening. Most **All** excess property (see exceptions below) must go through USDA screening before being donated. In GSAXcess, when you excess an item change the field “Drop after Internal Screening Period” from No to Yes.), This is for donations under such programs as Stevenson-Wydler Technology Act, Computers for Learning, and FAIR. The item will only go through USDA screening and will bypass the other Federal Screening. This takes 15 days. If no one in the USDA wants it, you may donate to an eligible public body.

****Exceptions-(When items can go strait to donation, bypassing USDA and other Federal Screening):*

- a) When Item is deemed Unserviceable (low dollar value or extremely bad condition of item). Must have written determination.
- b) 1862/ 1890 Federal Excess Personal Property (FEPP) Program. These institutions may acquire excess for direct use in a research or extension project in one of the following CREES program areas: Cooperative Extension Services; Ag Experimental Stations; Schools of Forestry; and Colleges of AG Veterinary Medicine.

Note: Please make sure the receiving party is eligible for donations. Use the following criteria when determining whether an organization is an eligible non-profit organization:

The organization has a current tax-exempt certificate and identification number issued by the Internal Revenue Service.

- The organization is owned or operated exclusively for education or scientific purposes.
- If these two criteria are met, the nonprofit organization is eligible to receive donations of Federal excess equipment under the various donation programs.

- 2) Fill out form *AD-107*. (**Remember to include which donation program was used**).

Lost and Stolen Items

- 1) Fill out form **AD-112**.
- 2) Make sure to contact Police and attach Police report to AD-112.
- 3) Ensure documentation includes a detailed explanation of the incident such as when and where the items was last seen and name of employee last to use item.
- 4) If you are positive it was not stolen, just lost, fill out AD-112 with as much information you can including the above.

Exchange/ Sale/ Trade-In

- 1) You can sell, exchange, or trade-in an item and use the proceeds to buy a “like” item instead of going through the excess process. Exchange/Sale is used to offset the cost of a replacement item.
- 2) Fill out form **AD-107**

NOTE: *This is only to be used as a quick reference for what to do with excess property. For further guidance on Excess Property, please see Personal Property Manual 221.1M, the AGPMR and the Property Management Quick Guide, 2004. If you have any questions or concerns, please contact the NAA Area Property Specialist Andrew Petro @Ph: 215-233-6612; E-mail: andrew.petro@ars.usda.gov.*