

REPORT OF PERSONAL PROPERTY FOR SALE

PAGE **1** OF

1. FROM (Name, Address and ZIP Code of Owning Agency)	2. REPORT NO.	3. DATE
	4. FSC GROUP	5. TOTAL ACQUISITION COST

6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (Name, Address, ZIP Code and Telephone No.)	7. PROPERTY LOCATED AT
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8. TO <div style="text-align: center; font-weight: bold; font-size: 1.2em;">General Services Administration</div>	9. LOAD-ING BY GOV'T	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 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)
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16. PROPERTY USE (Use continuation sheet, if necessary)

ITEM NO.	ITEM NO. 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 REPORT IS HEREBY ACKNOWLEDGED	
SIGNATURE AND TITLE	DATE	SIGNATURE AND TITLE	DATE

FOR GSA INTERNAL USE ONLY

19. SALE NO.	20. TYPE OF SALE	21. INSPECTION DATES	22. BID OPENING DATE AND TIME
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INSTRUCTIONS FOR PREPARING STANDARD FORM 126 REPORT OF PERSONAL PROPERTY FOR SALE

Standard Form 126 and, when continuation sheets are necessary, Standard Form 126A, shall be used to report personal property for sale in accordance with 41 CFR 101-45. Each report shall be submitted in four copies and shall be confined to property at one location and one commodity group, as defined in item 4 below.

Page 1 of SF 126. Enter total number of pages in space provided in the top margin.

1. *From.* Enter name and address of agency or department and Bureau, office, or other subdivision making report.

2. *Report Number.* Enter a serial number and any other identifying number or symbol required by the owning agency.

3. *Date.* Enter date report is prepared.

4. *FSC Group.* Enter Federal Supply Classification Group Number to which property being reported belongs.

5. *Total Acquisition Cost.* Enter total of all amounts shown in column 16 (g) for all pages of the report.

6. *Public May Inspect Property by Contacting.* Enter name, address, and telephone number of person who may be contacted by prospective bidders for inspection purposes.

7. *Property Located At.* Give the warehouse, building, or other specific location and address where property is located.

8. *To.* Enter GSA Region Number and address to which report is to be made.

9. *Loading by Government.* Enter an (X) in the appropriate block to indicate whether or not Government will load. If answer is "yes", fill in 9(b). (Tailgate, Platform, Rail, etc.)

10. *Property is Exchange/Sale.* Enter an (X) in the appropriate block.

11. *Property is Reimbursable.* Enter an (X) in the appropriate block to indicate whether or not property is reimbursable.

12. *Send Executed Sales Documents To.* Enter name and address of official or office to whom completed sales documents are to be sent.

13. *Deposit Proceeds To.* Enter the appropriation fund symbol and title of the fund which is to receive the proceeds.

14. *Station Deposit Symbol or Station Account Number.* Enter the appropriate station deposit symbol or station account number, as appropriate.

15. *Utilization and Donation Screening Requirements Completed.* Property is Available for Sale. Type the name and title of person authorized to approve the report. Have the person sign it.

16. *Property List-*

(a) *Item Number.* Enter consecutive numbers

for all line items in the report, beginning with "1" for the first line item on the first page.

(b) *Item Number Assigned by GSA.* When property is programmed for sale, GSA Regional Office will enter the line item number as it will appear in the Invitation for Bids (IFB).

(c) *Commercial Description and Condition.* In this column describe each line item in commercial terms and in sufficient detail to permit sale without further reference to the owning agency. The name of the manufacturer, year of manufacture, stock numbers and prefixes, manufacturer's part number, and applicable specifications should be stated. Specify the type of container or package and the quantities in each.

Condition shall be limited to statements of fact such as "unused" or "used". To these general descriptions, qualifying statements shall be added as guide information such as "some surface rust," "in broken cartons," "rubber may be deteriorated," and "packed for export." On listing motor vehicles from which major parts have been removed (i.e., engines, wheels, transmission, etc.), or if it has been in an accident, that fact shall be disclosed.

(d) *Unit.* Enter the Unit of measure, such as: each, pounds, tons, dozen, gross, etc. Distinguish between long, short, and metric tons. Standard abbreviation may be used.

(e) *Number of Units.* Enter the quantity of each line item in terms of the unit of measure given in column (d).

(f) *Acquisition Cost-Per Unit.* Enter the recorded acquisition cost per unit (column (d)). If acquisition cost is not known, enter the estimated cost per unit. Identify an estimated cost by the prefix (E).

(g) *Acquisition Cost - Total.* Enter the completed total cost of each line item (number of units in column (e) times the cost per unit in column (f)).

17. *Receipt of Property at GSA Sales Site or Center Acknowledged.* The GSA official receiving property at a GSA sales site or center shall sign his name, title, and date.

18. *Receipt of Report is Hereby Acknowledged.* GSA Regional Office will immediately acknowledge receipt of report by signature, title, and date of authorized person and return of duplicate copy to reporting agency.

19 through 22. When a sale has been prepared, the GSA Regional Office shall complete items 19 through 22 and return an annotated copy to the reporting agency.