

## INSTRUCTIONS

Standard Form 120 - "Report of Excess Personal Property" - is used by executive agencies to report excess personal property as required by the Federal Property Management Regulations ([41 CFR 102-36.215](#)).

**Block 1, Report Number** – Also known as the Item Control Number; this is a 10-11 digit code which includes your 6 digit Activity Address Code (AAC), followed by the 4 digit current Julian date, followed by a 4 digit number of your choosing (e.g., 0001) and an optional suffix (e.g., A). AAC identifies specific agency offices, units, activities or organizations that have the authority to requisition or receive excess surplus property. For more information about the AAC visit [acquisition.gov](#).

**Block 2, Date Mailed** – Enter the current date.

**Block 3, Total Cost** – Provide the Original Acquisition Cost of the entire transfer order (OAC; what the items cost at the time they were acquired). If the OAC is unavailable, you can provide an estimated cost for the line items.

**Block 4, Type of Report** – Select the type of report: original (if submitting a new report) or corrected (if submitting corrections to a previously submitted form).

**Block 5, To** – Enter the full name, phone number, and email address of the local [GSA Area Property Officer](#) (based on the physical location of the property being disposed of).

**Block 6, Appropriation, Treasury Accounting Symbol (TAS) or Fund to be Reimbursed** – Provide the appropriation, treasury accounting symbol or fund to be reimbursed. For additional financial information visit [Treasury Accounting Symbol](#).

**Block 7, From** – Provide the name of the reporting agency and the physical location of the property (street address, building number, etc.).

**Block 8, Report Approved By** – Authorized Approver's signature. For information on who is authorized to sign transfer orders, please contact your [National Utilization Officer](#).

**Block 9, For Further Information Contact** – Provide the name, phone number, and email of the point of contact at the reporting agency, who can be contacted for information about the property.

**Block 10, Agency Approval** – Authorized Agency Approver's signature. For information on who is authorized to sign transfer orders, please contact your [National Utilization Officer](#).

**Block 11, Send Purchase Orders or Disposal Instructions to** – Provide the name, address, phone, and email of the reporting agency contact to send disposal instructions to.

**Block 12, GSA Control Number** – Leave this item blank as this information is not required.

**Block 13, Location of Property** – Provide the address where the property is physically located.

**Block 14, Reimbursement Required** – Select yes or no to indicate if reimbursement is required.

**Block 15, Agency Control Number** – Leave this item blank as this information is not required.

**Block 16, Surplus Release Date** – Leave this item blank, as this information is not required.

- (a) **Federal Supply Code (FSC) Groups** – Provide the FSC for each line of property. For more information about FSC Groups visit [H2 Federal Supply Classification \(FSC\)](#).
- (b) **Description** – Provide a full, detailed description of the property including make, manufacturer, model, year, known problems, etc.
- (c) **Item Number** – Number the line items (e.g., 0001, 0002, 0003,)
- (d) **Disposal Condition Codes** – Provide the condition for each line item. For more information about Disposal Condition Codes visit [\(41 CFR 102-36.240\)](#).

Disposal condition code	Definition
1	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

- (e) **Unit** – Provide the Unit of Issue (e.g., each, lot, pallet, etc)
- (f) **Number of Units** – Provide the quantity or number of units being excessed. The quantity should match the unit of issue (e.g., if a pallet contains 40 boxes, the quantity would be 1 Pallet. You can provide additional information in the description if you want to clarify further - e.g., “Each pallet contains 40 boxes.”)
- (g) **Per Unit** – Provide the Original Acquisition Cost per unit (see Block 3 above for more about the OAC)
- (h) **Total** – Provide the Total Original Acquisition Cost per line item by calculating quantity (f) \*unit acquisition cost (g)
- (i) **Fair Value %** – Also known as Fair Market Value (FMV). FMV is the price a product is estimated to sell for on the open market. It also acts as a reserve price and is required for reimbursable property. FMV is proprietary information and is never made available to the public.

<b>REPORT OF EXCESS PERSONAL PROPERTY</b>	1. REPORT NUMBER <b>AAC and Julian Date 7543029226</b>	2. DATE MAILED <b>Today's date</b>	3. TOTAL COST <b>Total original acquisition cost of line items</b>
4. TYPE OF REPORT (Check one only "a," "b," "c," "X" or "d") as applicable	a. ORIGINAL b. CORRECTED	c. PARTIAL d. TOTAL W/D	e. OVERSEAS f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU  
**GSA address to which report is being sent**

6. APPROPRIATION, TREASURY ACCOUNTING SYMBOL (TAS) OR FUND TO BE REIMBURSED (If any)  
**Only if property reimbursable to agency**

7. FROM (Name and Address of Reporting Agency)  
**Agency reporting the property to GSA. Provide full address**

8. REPORT APPROVED BY (Name and Title)  
*Signature*  
**Name and title required**

9. FOR FURTHER INFORMATION CONTACT (Title, Address, and Telephone Number)  
**Provide name, address, phone number, fax number and email of person to contact for information about the property**

10. AGENCY APPROVAL (If applicable)  
*Signature*  
**Name and title required (when applicable)**

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address, and Telephone Number)  
**Name, address, phone, fax and email of agency contact to send disposal instructions to**

12. GSA CONTROL NUMBER  
**Do not use**

13. LOCATION OF PROPERTY (If location is to be abandoned, give date)  
**Address where the property is actually located.**

14. REIMBURSEMENT REQUIRED? Select as applicable  
YES NO

15. AGENCY CONTROL NUMBER  
**Not required**

16. SURPLUS RELEASE DATE  
**Leave blank**

EXCESS PROPERTY LIST		ITEM NUMBER (c)	COND (d)	UNIT (e)	NUMBER OF UNITS (f)	ACQUISITION COST		FAIR VALUE % (i)
FSC GROUP (a)	DESCRIPTION (b)					PER UNIT (g)	TOTAL (h)	
FSC	Full, detailed description of the property include make, manufacturer, model, year, known problems, etc.	Number the line items 0001 0002 0003	cond code	Unit of issue	QTY	Cost when purchased new	Line item total	Use only for reimbursable property