



Regulations and Procedures on Local and Federal Surplus

Presented By: Raymond Bamba



Government of Guam Excess / Surplus Property Program



- ❖ **Creation of GSA:** The Public Law 16-124 enacted on October 1984 created the General Services Agency within the Department of Administration as the central procurement of supplies and services for the government of Guam. The Surplus Property Branch falls under the General Services Agency.



❖ **Goals and Objectives:** Our objective is to prevent waste, to continue reutilization of supplies and property, to obtain the optimum money return to the Government for property sold and to minimize the need for abandonment or destruction.



Process on the Disposition of Surplus Property:



- 1. Inventory Control:** The Appointing Authority of each department or agency is responsible for the accountability of all properties acquired for official use. Inventory, safeguarding, maintenance and disposition are the primary responsibilities of the accountable officers.



a. Report of Survey: Property no longer required by the department, i.e. excess or unserviceable, a complete Report of Survey (Form 239) must be submitted to the General Services Agency.



- b. Transfer of Property:** Transfer of property from one department to another. Transferor must complete the “Transfer of Property” (Form No. 07).
- c. Receipt for Property:** Property turned into the General Services Agency are made available for reutilization to the government departments and agencies. The General Services Agency representative must complete the “Receipt of Property” (Form GSA 139).



Excess Supplies: Supplies having a remaining useful life, but which are no longer required by the using agency in their possession.

Surplus Supplies: Supplies no longer having any use to the government; includes obsolete supplies, scrap materials, and etc. which have completed their useful cycle.



2. Report of Survey

(Public Law 16-124, Section 8- 201.06)

All department and agencies will:

- a. Maintain a departmental report of survey log for control purposes (See attached).
- b. Complete and submit request for survey of property to General Services Agency (See attached).



- c. Agency is responsible for hauling and/or delivery of property at agency's expense.
- d. Motor Vehicle. All turn-in of motor vehicle must accompany survey report with vehicle ownership certificate or registration



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GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

SECTION: PROPERTY

PAGE: 1

EXHIBIT NO: 1

SUBJECT TITLE: REPORT OF SURVEY (Part I of 2) (Revised April 1987)

MEMORANDUM

To: Director, Department of Administration

Via: Plant & Property Management Section,
General Services Agency

From:

Subject: Equipment Survey

We certify, that the property (ies) listed on the Report of Survey is (are) recommended for disposition to be made thereof as indicated. As Head of this Department, I certify disposition of the government property as the need arises, and determine liability relative to lost usefulness, stolen and/or damaged property.

ITEM NO.	PROPERTY NO.	DESCRIPTION	VALUE	DISPOSITION			
				A	B	C	D
1	NONE	BRIDGE, ALCOHOL 2000 INDOOR, SER# 130	-			X	
2	GPD 002285	IBM INDOOR, SER# 130	-			X	
3	GPD 005465	NOBILIS P2A0 CPU, SER# N/A	-			X	
4	GOV. GUAM 005419	IBM KHZ23 MONITOR, SER# KHZ23	-			X	
5	GPD 009-109	BRIDGE, ALCOHOL 2000 INDOOR, SER# 130	-			X	
6	GPD 0000024	DELL DPM, SER# 51LFC	-			X	
7	GPD 005273	HP DESKJET MC71 PRINTER, SER# 007H11K022	-			X	
8			-			X	
9			-			X	
10			-			X	

- * A - To be destroyed
B - Advertised for sale.
C - Transferred to GSA.
D - Used for repairs.

GSA-SS-002-13
48 Group Computer

Prepared by:

Certified by:

PMS NO. 05

FORM NO. DOA - 239



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GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

SECTION: PROPERTY PATROL

PAGE: _____

EXHIBIT NO: _____

(Revised April 1987)

SUBJECT/TITLE: REPORT OF SURVEY (Part 2 of 2)

REPORT NO. 13-COS
DATE: 30 JAN 2013

Date and Circumstances: _____

Findings: ITEMS ARE OBSOLETE AND NO LONGER SERVICEABLE, DUE TO NORMAL USAGE.

Recommendations: SURVEY ITEMS AND TURN OVER TO GSA SURPLUS, IN ACCORDANCE WITH GSA POLICIES AND PROCEDURES.

SHOULD INCLUDE RECOMMENDATION FOR COLLECTION FROM RESPONSIBLE EMPLOYEE(S) OR RELEASE FROM LIABILITY.

(TO BE COMPLETED ON SURVEY OF UNSERVICEABLE PROPERTY)

We certify that the property listed on Part 1 of this report has been inspected by our office and recommend disposition to be made thereof as indicated.

Plant & Property Management
Section Supervisor.

Approved by: _____
Dept's Property Officer

Date: _____ Date: _____

Accepted by: _____ Date: _____
Director of Administration

NOTE: Additional sheets of paper, property captioned, may be used if necessary. Upon completion of this report, a copy will be provided to the Department/Agency Property Officer, General Services Agency, and the Director of Administration by the Plant and Property- Management Section

PMS NO. 05A



- Copy of Survey Report must be attached to a formal letterhead cover memo addressed to the Chief Procurement Officer, General Services Agency, for removal of the surveyed vehicles from the respective department's authorized fleet list under the government-wide automated Fuel Purchase Program.
- Schedule date for turn-ins. Provide contact numbers, cell phone, or email.



- Communicate with the divisions within the department *prior* to survey of property to General Services Agency; if the property is still in useable condition. They might have use for the property.



• **Transfer of Property:** Complete Form 7.

- List property being transferred; make, model, SRN. The transfer of property from one department to another can be accomplished by forwarding the completed Transfer of Property document to GSA, which must be approved by the Chief Procurement Officer who makes the ultimate decision.
- Forward to GSA, must be approved by the Chief Procurement Officer who makes the ultimate decision.
- Department receiving property, provide GSA a copy after its signed approved.



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURES

SECTION: _____
PAGE: _____
EXHIBIT NO: _____

SUBJECT TITLE: TRANSFER OF PROPERTY			
		REPORT NO. _____	
		DATE: _____	
		PURCHASE ORDER NO. _____	
		REQUISITION NO. _____	
		JOB ORDER NO. _____	
AUTHORITY FOR TRANSFER: _____			
FROM: _____ DEPARTMENT _____		TO: _____ DEPARTMENT _____	
DIVISION _____		DIVISION _____	
AT: _____			
PROPERTY NO.	DESCRIPTION OF PROPERTY	COND CODE	*TOTAL VALUE
*USE VALUES CARRIED ON PROPERTY RECORDS			
REMARKS:			
Approved for transfer: _____ Claudia S. Acfalle Chief Procurement Officer			
SIGNATURE _____ (Transferor)		SIGNATURE _____ (Transferee)	
OFFICIAL TITLE _____		OFFICIAL TITLE _____	

PMS NO. 07



Receipt for Property/ Usable property under the General Services Agency's possession

- Visit the General Services Agency Surplus Property facility
- Identify property needed
- GSA representative will prepare the Receipt of Property (Form 139)



- Only the authorized representative from the receiving department is to sign the document
- For vehicles - present to motor vehicle, you must register the vehicle to your department.
- Property no longer required for reutilization goes to sales.



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GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURES

SUBJECT TITLE: RECEIPT FOR PROPERTY

CONTROL NO.: _____

DEPARTMENT: _____

Copy for Property Manager

PROPERTY NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	VALUE	COND CODE

APPROVED BY: _____

CLAUDIA S. ACFALLE
Chief Procurement Officer

DATE: _____

It is understood that I am personally responsible for the property listed above. This receipt of Property constitutes an official transfer of property described hereon, and formally evidences its Release from the custody of General Services Agency. The Government assumes no liability for Liability for property arising from its use or disposition.

Received from: GSA/ SASP

Date: _____

Signed: _____

Print: _____

ISSUED BY: _____

Date: _____



STANDARD OPERATING PROCEDURES FOR GOVERNMENT OF GUAM BIDDING PROCEDURES

- 1. Soliciting and Opening (Public Law 16-124, Section 8-201.08.2)** The Administrative Support Staff will prepare the Surplus Sale bid invitations; provide the Surplus Sale bid invitation control numbers; prepare bidders register (See attached form) and prepare the abstract of bids.



A. Sales

- The bid advertisement is posted on the Marianas Variety newspaper and also on the GSA website, <http://www.gsa.doa.guam.gov/>.
- Conduct sales quarterly.
- The General Services Compound has limited space.
- The bid is on site.
- The sale is open to the general public.



Government of Guam

TERMS AND CONDITIONS OF GENERAL SALE

INSPECTION: Bidders are invited and urged to inspect the property to be sold prior to submitting Bids. Property will be available for inspection at the place and time specified in the Bid Invitation. The Government of Guam will not be obligated to furnish any labor of such purpose. In no case will failure to inspect constitute grounds for a claim or for the withdrawal of a bid after opening.

CONDITIONS OF PROPERTY: All property listed herein is offered for sales "As Is" and without resource against the Government of Guam. The description is based on the best available information, but the Government makes no guarantee, warranty, expressed or implied, for its fitness for any use or purpose, and no claim will be considered for allowance or adjustments, or for recessions of the sale based upon failure of the property to correspond with the standard expected. This is not a sale by example.

CONSIDERATION OF BID: The Government of Guam reserve the right to reject any and all bids, to waive any technical defects in bids, unless otherwise specified by the government or by the bidder, to accept any one item or group of items in the bid, as may be in the best interest of the government. Unless otherwise specified, bids must be submitted on any or all items. The agent shall have the authority to reject or award bid in whole or in part for any one or more items if he determines it is in the public's interest. Big negotiations may be considered.

BID GUARENTEE: The bidder agrees that (1) the bid will not be withdrawn within the time specified for acceptance after the opening of bids, and will during that time remain firm and irrevocable and that (2) the bidder will pay to the Government the purchase price of the property in accordance with the bid, if accepted.

PAYMENT: Payment for a full purchase price within five (5) working days after receipt of notice shall be made by postal money order, cashier's check or certified check drawn from a local bank and made payable to: Treasurer of Guam. Payment of cash \$500.00 and below is acceptable. Payment in excess of \$500.00 or more shall be made by postal money order, cashier's check or certified check drawn from a local bank and made payable to: Treasurer of Guam. If the successful bidder fails to make full and final payment as herein provided, the Government reserves the right upon written notice to the successful bidder to sell or otherwise dispose of any or all such property in the Government's possession and to charge the loss, if any, to the account of the defaulting bidder. The successful purchase will in no way be released from full compliance with the terms and conditions of the sale of the real property.

REMOVAL OF PROPERTY: The purchaser shall be entitled to obtain the property upon vesting of title to the property to him, unless otherwise specified in the invitation to Bid. The purchaser shall assume all risk in connection with the performance of this contract and shall hold the Government harmless for any injury to persons or damage to property arising from on in connection with his performance under this contract. The purchaser shall remove the property at his own expense and shall reimburse the Government for any damage to Government property caused by the removal operations of the purchase. If the purchaser fails to remove the property within fifteen (15) working days as specified the Government shall have the right to charge the purchaser and collect upon demand a reasonable storage charge if the property is stored, or on premises owned or controlled by the Government, or store the property else where for the purchaser's account and all cost incident to such storing, including handling and moving charges, shall be borne by the purchase. After all attempts have been made by the Government to have the property removed by the successful bidder, the Government has the right to sell, on a negotiated basis, such property to any interested buyer. Proceeds from such sale will be the Government and the defaulting successful bidder shall have no right to collect amount from such sales proceeds.

DEFAULT: Should the bidder fail to pick up the awarded bid items (2) within the time specified on the bid, the Government will issue a Notice of Default to the awarded bidder notifying the awardee of ten (10) days to cure. After the (10) Days have elapsed and the awarded bidder does not cure, the Government will then assess storage fees at \$25 per calendar day for each item number of the bid award. The bidder has five (5) days to pay the assessed storage fees. If the bidder does not settle his account within the five (5) days allowed, the bid item(s) will be awarded to the next higher bidder. IF the default is not cured within the time specified of the bidder does not make any attempts to settle his account, the Government has a right to prohibit the bidder from participating in future bids for the State Agency for Surplus Property.

INSTRUCTION TO BIDDERS

BIDDER: No employee of the owning or disposing agency shall be entitled to participate in the Bid Sale.

Envelope containing bids must be sealed and marked in the upper left hand corner with the name and address of the bidder, identification of the Invitation, and the date and hour of opening.

Bid should be filled out in ink, indelible pencil or typewritten.



B. Bid Recording Procedure :

1. Record on the bid abstract form, the bid item number, name of bidder and bid package control number, and total amount of the bid offer per item. (See attached form).
2. Upon completion of the bid, sign tabulated portion on the far left-hand side of the bid abstract by the recording secretary.
3. Secure signature of bidders participating/witnessing the bid opening by having them sign on the reverse side of the bid abstract form



GGG/SS-000-13
Seaplan Sales
May 24, 2013

Bid Item Number	Description	Winning Bid Offer	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5	Bidder #6	Bidder #7	Bidder #8	Bidder #9	Bidder #10	Bidder #11	Bidder #12	Bidder #13	Bidder #14	Bidder #15	Bidder #16	Bidder #17	Bidder #18	Bidder #19	Bidder #20
1-000-13	Cushion, Chairs (2 Pallets)	\$7.50	2	4	5	7	9	10	11	14	15											
2-000-13	Assembled Text Book (1 Lot)	\$5.00								5.00												
3-000-13	50 in (JVC) TV (1 Each)	\$300.00	100.00																			
4-000-13	Advance Ballasts	\$300.00																				
5-000-13	Woods Cabinets (1 Pallet)	\$300.00																				
6-000-13	Vector Electronic Rocklines (1 Lot)	\$200.00	217.00																			
7-000-13	Air Filters (4 Boxes)	\$25.00	31.00																			
8-000-13	Miss Phones (1 Lot)	\$25.00	93.00																			
9-000-13	Misc. Medical Equipment (1 Lot)	\$75.00																				
10-000-13	Misc. Toner Cartridges (1 Lot)	\$5.00	30.00																			
11-000-13	Wooden Drawers (5 Each)	\$7.50																				
12-000-13	Metel Desk (1 Each)	\$20.00																				
13-000-13	Misc. Toner Cartridges (1 Lot)	\$7.50																				
14-000-13	Metel Cabinet (1 Each)	\$25.00																				
15-000-13	Computer Desk (2 Each)	\$15.00																				
16-000-13	San San, Delta (1 Each)	\$100.00																				
17-000-13	Office Chairs (5 Each)	\$12.50																				
18-000-13	Coffee Table (2 Each)	\$50.00																				
19-000-13	Laser Toner Cartridges (1 Pallet)	\$5.00																				
20-000-13	Art Picture (1 Each)	\$10.00																				
21-000-13	Collaboration Kit (1 Lot)	\$125.00																				

Robertson 5-24-13
Richardson 5-24-13

Page 1 of 8

Agarwal

Revised: FORM 000-13-000-13



4. Review and ensure all entries are posted accurately.

C. Award

Award shall be made in accordance with the provisions of the request for sale bids to the highest responsive and responsible bidder, provided that the price offered by bidder is acceptable to the Chief Procurement Officer.

1. The Surplus Property Management Administrator (SPMA) will:

- a. Compare each bidder indicated with circle on bid abstract.



- b. Notice of Awards will be issued to each successful bidder indicating the line item numbers awarded; the bid amounts per line items awarded; the total amount due; and the following Notes: “Payment is required within five (5) days from receipt of the Notice of Award. In addition, the purchaser shall remove the property within fifteen (15) working days after notified.”
(See attached)



- c. Type award and acceptance portion on the bid invitation form and ascertain that the form is completed and signed by the Chief Procurement Officer. (See attached)



Bidder # 1
John Doe
P.O. Box 00000
GMF, Guam 96921

May 31, 2013

RE: Notice of Award
(GSA Surplus Sealed Bid No. GSA-00-00-00-000000)

Dear Mr. Doe

following item(s) listed below.

1. Item # 00-00-00 - \$ 30.00
2. Item # 00-00-00 - \$ 1,200.00
3. Item # 00-00-00 - \$ 300.00
4. Item # 00-00-00- \$ 300.00

The total amount due is **\$1,830.00**. Payment is required within five (5) days from receipt of this notice. In addition, the purchaser shall remove the property within fifteen (15) working days after notified.

If you should have any questions regarding the above matter, please feel free to contact Ray Bamba @ 475-1729.

Sincerely,

Claudia S. Acfalle
Chief Procurement Officer



GOVERNMENT OF GUAM PROPERTY SALES
INVITATION FOR BID AWARD

Issuing Office: General Services Agency, Piti Guam

Date Issued: _____ Bid Invitation No: GSA-SS-002-13

The Property described herein may be inspected as specified below. The property shall be removed by the successful bidder, within fifteen (15) calendar days after Notice of Award.

NO BID DEPOSIT IS REQUIRED

A non-refundable fee of \$10.00 per bid package will be assessed for the return of a bid package. Payment shall be made by money order, cashier's check or certified check drawn from a local bank and made payable to: Treasurer of Guam. Payment in cash is not acceptable.

Place where bid will be publicly open:

Guam State Agency for Surplus Property Office
General Services Agency
Piti, Guam

Date & Time of Bid Opening: May 24, 2013, Friday 9:00AM

First Day of Inspection: May 20, 2013, Tuesday 8:00AM - 12:00PM

Second Day of Inspection: May 22, 2013, Wednesday 8:00AM - 12:00PM

*NOTE: Inspection will ONLY be afforded to interested bidders as scheduled above.

Contracting Officer: _____

CLAUDIA S. ACFALLE
Chief Procurement Officer

THIS SECTION TO BE COMPLETED BY THE BIDDER

In compliance with the above Invitation, and subject to all the General Sale Terms and Conditions and any Special Conditions, the undersigned offers and agrees, if this bid be accepted within ten (10) calendar days after the date of opening to purchase and/or all of the items described herein upon which prices are quoted, at the price set opposite each item.

Bidder Information:

Signature of Person Authorized to sign this Bid:

Name _____

Social Security Number Identification Number _____

Address _____

Telephone Number _____

Accepted by the Government
(This Section is for Official Government Use Only)

Award

Items Numbers: _____

Date of Acceptance: _____

Total Bid Amount \$ _____

Signature of Contracting Officer: _____

CLAUDIA S. ACFALLE
Chief Procurement Officer



FIELD RECEIPT

TREASURER OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT DIVISION
P.O. BOX 884
HAGÄTTÄ, GUAM 96932

☐ USE TAX
☐ GRT
☐ EXCHSE
☐ COLLECT
☐ TURNE
☐ SECTION TAX REC
☐ USE & TAX USE ONLY

(REQUIRED WHEN PAYMENT IS MADE BY CHECK)

PAYOR'S NAME: **John Doe**

COLLECTION DATE:

SSN# OR EIN# **Bidder #1**

01/00/00

PAYMENT FOR CUSTOMER/TAXPAYER NAME:

TAXPAYER'S EIN/SSN:

CSA Surplus Sale

PAYMENT DESCRIPTION	REVENUE ACCT. NO.	AMOUNT
	300000000	\$1,230 00
	3	
	3	
TAX RECEVABLE	1	\$1,230 00
PERIOD COVERED:	METHOD OF PAYMENT (CASH, MONEY ORDER OR CHECK)	TOTAL
		\$
NAME OF TREASURY AGENT (PRINT)	AGENCY TELEPHONE NO.	
SIGNATURE AND TITLE OF TREASURY AGENT	FY 07 0146868	



Eddie Baza Calvo
Governor

Benita A. Mangiona
Director

GSA

GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio
Lieutenant Governor

Anthony C. Blaz
Deputy Director

BILL OF SALE
SURPLUS PERSONAL PROPERTY

Know all by these present, that the Government of Guam by the Chief Procurement Officer, GSA, for and in consideration of: **Three Hundred and Fifty Dollars 00/100 (\$350.00)** paid by: **John Doe**, hereinafter referred to as Buyer (Address: **P.O.Box 00000 Tamuning, Guam 96931**, Territory of Guam) of which is acknowledged by Government of Guam Field Receipt Number _____ purchased the following personal properties: **One (1) Line Item Number(s): 80-000-00**.

Description: Truck, Ford Ranger
Year: 1990
VIN: 1FTCR10U700000000

Said property have been determined to be surplus to the needs of the Government of Guam and therefore advertised for sale on Invitation to Bid No. **GSA-SS-000-00** dated **May 17, 2013**; which was published in a newspaper of general circulation, posted on bulletin boards and at conspicuous places in Guam; and whereas when the sealed bid opening was made on Friday, **May 24, 2013**, it was determined that the buyer submitted the highest and best offer for said property in consideration of the above mentioned amount.

Given in Hagatna, Guam this _____ day of _____ 2013.

SAMPLE

Claudia S. Acfalle
Chief Procurement Officer

COMMITTED TO EXCELLENCE



d. Upon acceptance and completion of award, and the submission of payment: (1) prepare Treasury Depositor's Report indicating all denominations received; (2) consolidate all yellow copies of the field receipts and attach to the Treasury Depositor's Report (See attached);



- (3) verify all monies and other denominations received and make deposit to the Treasurer of Guam indicating the revenue account to be credited to; (4) ensure official receipt is obtained indicating payer as GSA-DOA and stamp (“paid”) by Treasurer ‘s Office. (See attached)
- e. Upon making a deposit of all transactions, a copy must be filed in the Treasury Depositor’s Report file.



FCN 2-2-89-1
APPROVED: 12/5/98

TREASURY DEPOSITOR'S REPORT
DEPARTMENT OF ADMINISTRATION
AGANA, GUAM

SAMPLE

REPORT NO. Cash Surplus Sals 13. 004

DEPOSITOR'S NAME

Administrative Assistant

DATE 2-26-2013

TITLE

Department of Administration General Services Agency

SCHOOL, DEPARTMENT OR AGENCY

INSTRUCTIONS:

1. Fill out in duplicate
2. Retain copy
3. Forward original and 1 copy with cash, official receipt, and yellow copies of field receipts to Treasurer of Guam ^{††}
4. Ask for validated official receipt
5. Attach validated official receipt to your file copy of this report

This report is supported by
Field Receipts No. FR 13. 0146733
No. (ONE RECEIPT)
Other documents in our files.

SIGNATURE OF DEPOSITOR

REVENUE DISTRIBUTION:

1. Revenue Acc. No. <u>3314</u>	<u>\$ 2,983.00</u>	
2. Revenue Acc. No. <u>(One Name)</u>		
3. Revenue Acc. No.		
4. Revenue Acc. No.		
5. Revenue Acc. No.		
6. Revenue Acc. No.		
7. Cash Over		
8. Other		
9. Total Credit	<u>\$ 2,983.00</u>	

DENOMINATIONS

COUNT	VALUE	AMOUNT
	.01	
	.05	
	.10	
	.25	
	.50	
	1.00	
	2.00	
	5.00	
	10.00	
	20.00	
	50.00	
	100.00	
<u>1</u>	* CHECKS & MONEY ORDERS	<u>\$ 2,983.00</u>
	TOTAL CASH	
	ADD CASH SHORT	
	ADD OTHER CR.	
	TOTAL	<u>\$ 2,983.00</u>

CERTIFIED TRUE AND CORRECT:

SIGNATURE OF CHIEF OF TREASURY
DATE 2/26/13
PAID
FEB 26 2013
TREASURER OF GUAM
#17

* Support in detail on reverse side of this report.
† School principals should fill the report in triplicate.
†† School principals should forward all pink copies of field receipts.



- No employee of the owning or disposing agency shall be entitled to purchase the property.
- All monies received from the sale are deposited into the Special Surplus Fund account.
- Donation: Property not sold may be donated to non-profit organizations / local charitable organizations, provided that the property is consistent with the non-profit donee's type or purpose of organization (i.e.: College or University, Program for Older Individuals, Child Care Center, Museum, Training, ETC.)



Completion of Bid Sale

Upon completion of the analysis & closing of the surplus bid sale, the Administrative Support Staff will:

1. Annotate on each copy of departmental survey report indicating sold, GSA Bid Invitation Number and Date of Bid Sale.
2. Forward one copy of the survey report to appropriate department and one copy to the Division of Accounts, Attention Property Control Officer.
3. File all corresponding survey report with completed bid packet.

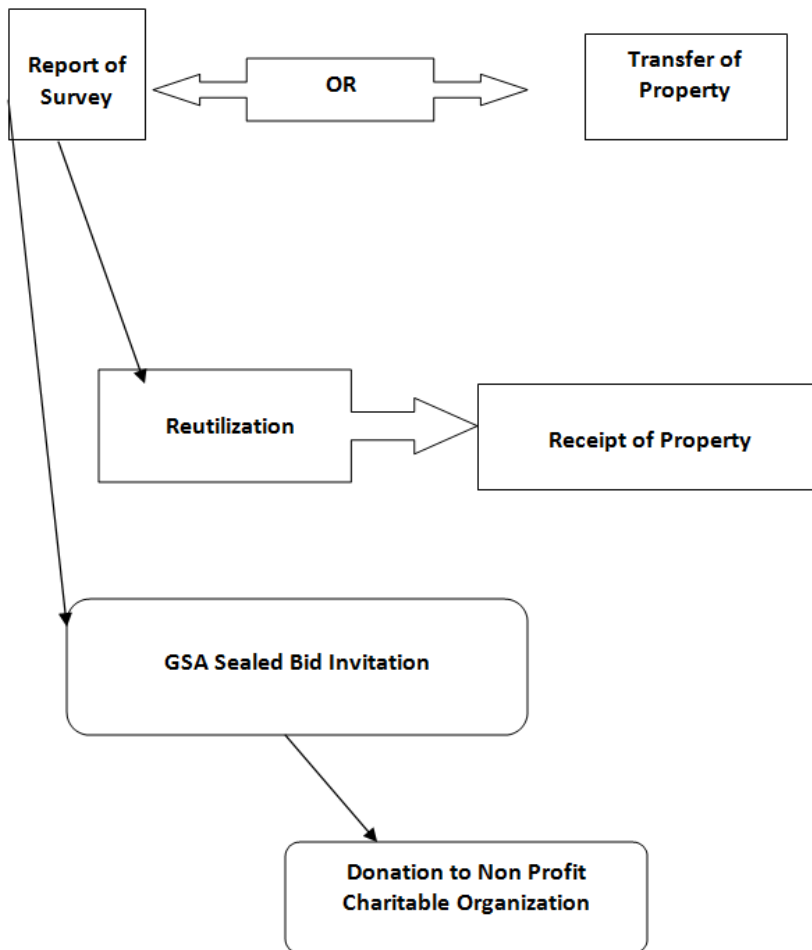


Disposition of Proceeds **(Ref Public Law 16-124, Para 8301.01)**

- Net proceeds from the disposition of excess or surplus supplies shall be credited to the Special Surplus Fund Account.



Local Government Surplus Property Program





ANY QUESTIONS ??





Surplus Federal Programs



State Agency for Surplus Property Federal Donation Program



1. Creation of the Guam

State Agency for Surplus

Property (SASP): Public Law 11-219 by the 11th

Guam Legislature was enacted on January 7, 1973 which designated the Department of Administration as the State Agency for the purpose of Section 203 (j) (4) of the Federal Property and Administration Act of 1949 as amended.



In accordance with the law, State Agencies have been established by each state including Guam to distribute personal property designated as surplus by the federal government (personal property that the federal government no longer needs.)

The State Agency is housed at the General Services Agency in Piti, Guam with only one staff, who is the Surplus Property Management Administrator, responsible for the ultimate administration of all phases of the State Agency; and is overseen by the Chief Procurement Officer.



2. Eligibility: The State Agency is responsible for determining the Eligibility of Public Agencies to receive donations of surplus personal property to be used for one or more public purposes, and to eligible non-profit educational and public health activities exempt from Taxation under Section 501 of the Internal Revenue Code, including research for any such purposes and for use in programs for older and homeless individuals.



3. Public Agencies (REF FPMR 101-44.207(b))

Surplus Personal Property may be donated to public agencies involved in such activities as conservation, economic development, education, part programs and recreation, public safety, public health, and programs for homeless individuals, and will complete the public agency application and forward to the State agency as follows:

- a. Application. Complete application as indicated in Enclosure 1 utilizing information found in Part B (See attached form)



b. Delegation of Authorized Representative.

Designated authorized SASP Representative
as indicated. (See attached form)



TERRITORY OF GUAM
FEDERAL SURPLUS PROPERTY DONATION ASSISTANCE PROGRAM
DEPARTMENT OF ADMINISTRATION

APPLICATION FOR ELIGIBILITY

To Receive Federal Surplus Property (41 CFR 101-44.207)

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization _____

Mailing Address (P.O. Box & Street City & State) _____ Code _____

Street Address/Location (if different from mailing address) _____

County _____

Telephone# _____

II. APPLICANT TYPE (CHECK ONE):

☐ Public Agency including Public Schools (evidence must be provided)

☐ Nonprofit, Tax-exempt Organization

III. TYPE OR PURPOSE OF ORGANIZATION:

<input type="checkbox"/> State	<input type="checkbox"/> College or University	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Training Center	<input type="checkbox"/> Medical Institution
<input type="checkbox"/> County	<input type="checkbox"/> Secondary School	<input type="checkbox"/> School for Handicapped	<input type="checkbox"/> Radio/TV Station	<input type="checkbox"/> Hospital
<input type="checkbox"/> City	<input type="checkbox"/> Elementary School	<input type="checkbox"/> School for Retarded	<input type="checkbox"/> Library	<input type="checkbox"/> Health Center
<input type="checkbox"/> School District	<input type="checkbox"/> Preschool	<input type="checkbox"/> Museum	<input type="checkbox"/> Sheltered Workshop Training Program	
	<input type="checkbox"/> Program for Older Individuals	<input type="checkbox"/> Provider of Assistance to Homeless Individuals	<input type="checkbox"/> Clinic	
	<input type="checkbox"/> Other (Specify) _____			

IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAM OR SERVICES OFFERED, INCLUDING A DESCRIPTION OF FACILITIES OPERATED. (REQUIRED)

V. SOURCES OF FUNDING (Attach Supporting Documentation):

☐ Tax Supported ☐ Grant ☐ Contribution ☐ Other (Specify) _____

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OR THE INTERNAL REVENUE CODE OF 1954: _____ (COPY REQUIRED)

VII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED, OR ? _____
LICENSED? _____ (COPY REQUIRED) BY WHAT AUTHORITY? _____

VIII.

Date _____

Signature of Authorized Official _____

FOR STATE AGENCY USE ONLY

The applicant has been determined ☐ eligible ☐ ineligible
☐ a public agency ☐ nonprofit education ☐ nonprofit health

ELIGIBILITY expires _____

Date _____

Director _____



AUTHORIZED REPRESENTATIVES

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

NAME OF ORGANIZATION

MAILING ADDRESS (P.O. BOX#, STREET, CITY & STATE)

ZIP CODE

STREET ADDRESS/LOCATION (IF DIFFERENT FROM MAILING ADDRESS)

COUNTY

TELEPHONE#

FAX#

II. THE FOLLOWING REPRESENTATIVES ARE DESIGNATED TO:

- Represent Donee Organization as its authorized agent; and
- Acquire Federal Surplus Property on behalf of the Donee Organization;
- Obligate necessary funds for this purpose; and
- Execute Distribution Documents agreeing to terms, conditions, ~~Reservations~~, and restrictions applying to property obtained through the agency.

III. NEW DESIGNATIONS (~~delete~~ all previous authorizations)

ADDITIONAL DESIGNATIONS ONLY (~~add~~ to previous authorizations)

IV. REPRESENTATIVES:

NAME

TITLE

SIGNATURE

V. CERTIFICATION:

Date

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE

SAMPLE



Certifications/Agreements

CERTIFICATIONS AND AGREEMENTS (INCLUDING, TERMS, CONDITIONS, RESERVATION, AND RESTRICTIONS)

(a) THE DONEE CERTIFIES THAT:

- (1) It is a public agency or a nonprofit institution or organization exempt from taxation under Section 501 of the Internal Revenue Code of 1954 within the meaning of Section 203 (1) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.
- (2) If a public agency, the property, is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution, or for permanent use outside the State, except with prior approval of the State Agency.
- (3) Funds are available to pay all costs and charges incident to donation.
- (4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issues under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975.

(b) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

- (1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued in use for such purpose(s) for 1 year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State Agency and, at the donee's expense, return such property to the State Agency or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
- (2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.
- (3) In the event the property is not so used or handled as required by (b) (1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

- (1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of (to be in accordance with provisions of the State Plan of Operations).
- (3) In the event the property is not so used as required by (c) (1) and (2) and Federal restrictions (b) (1) and (2) have expired, then title and right to possession of such property shall at the option of the State Agency revert to the State of Guam and the donee shall release such property to such persons as the State Agency shall direct.



Certifications/Agreements

CERTIFICATIONS AND AGREEMENTS (INCLUDING, TERMS, CONDITIONS, RESERVATION, AND RESTRICTIONS)

(a) THE DONEE CERTIFIES THAT:

- (1) It is a public agency or a nonprofit institution or organization exempt from taxation under Section 501 of the Internal Revenue Code of 1954 within the meaning of Section 203 (1) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.
- (2) If a public agency, the property, is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution, or for permanent use outside the State, except with prior approval of the State Agency.
- (3) Funds are available to pay all costs and charges incident to donation.
- (4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issues under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975.

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- (1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued in use for such purpose(s) for 1 year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State Agency and, at the donee's expense, return such property to the State Agency or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
- (2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.
- (3) In the event the property is not so used or handled as required by (b) (1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

- (1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of (to be in accordance with provisions of the State Plan of Operations).
- (3) In the event the property is not so used as required by (c) (1) and (2) and Federal restrictions (b) (1) and (2) have expired, then title and right to possession of such property shall at the option of the State Agency revert to the State of Guam and the donee shall release such property to such persons as the State Agency shall direct.



Certifications/Agreements



- (4) The donee shall make reports to the State Agency on the use, condition, and location of the property listed ~~hereon~~, and on other pertinent matters as may be required from time to time by the State Agency.
- (5) At the option of the State Agency, the donee may abrogate the conditions set forth in (c) and the terms, reservations, and restrictions pertinent thereto in (d) by payment of an amount as determined by the State Agency.
- (e) **THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEM PROPERTY LISTED HEREON.**
 - (1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind.
 - (2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and share loss of or damage to donated property with unexpired terms, condition, reservations or restrictions occurs, the State Agency will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.
- (f) **THE TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AN OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:**

The donation shall be subject to the terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized donee representative.
- (g) **THE DONEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS IMPOSED BY THE STATE AGENCY APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF UNDER \$5,000.**
 - (1) The donee shall certify prior to the acquisition of ~~donable~~ property with a unit acquisition cost of under \$5,000.00 that:
 - a. Such property is usable and needed for either educational, public health, or one or more public purposes.
 - b. Such property is required for its own use to fill existing need for one of such purpose and is not being acquired for any other use.
 - c. The property will not be used outside the Territory of Guam or for sale.
 - d. The property will be used for the purpose(s) it was acquired and for no other purposes within one year from date acquired.
 - e. The property will not be disposed of in any manner within one year from date acquired without prior approval of the State Agency.



- c. Certification and Agreement. Complete form utilizing the information found in the certifications and agreements governing the acquisition of personal property.
- d. Resolution of Governing Board. A resolution of the governing board or a written authorization signed by the department/agency head designating one or more representative to act for the applicant, obligate necessary funds and execute issues or transactions as indicated.
- e. Non-discrimination Assurance. Complete as indicated.(Please see attached form)



RESOLUTION OF GOVERNING BOARD

"RESOLVED that the certification and agreement for participation in the personal Property program of the Territory of Guam, State Agency for Surplus Property (SASP), Department of Administration, Government of Guam shall be spread upon the minutes of this Meeting and that _____

(Name of Representative)

_____, shall be and is hereby

(Title of Representative)

Authorized as representative of _____

(Full legal name of Organization)

To obligate its fund and obtain the transfer of said Surplus Property upon And subject to the terms and conditions set forth in its rules and regulations, it hereby agrees thereto."

"RESOLVED FURTHER that a certified copy of this resolution be given the Territory of Guam State Agency for Surplus Property, Department of Administration, Government of Guam and that The same shall remain full force and effect until written notice to the contrary is given said SASP."

I, _____, hereby certify that I am the
(Custodian of Records-Governing Board)

Custodian of the official record of the _____
(Full Legal Name of Governing Board)

That the foregoing resolution is a true and correct copy of the resolution adopted by a majority of the Members present at a meeting said board, regularly called on the _____ day of, Is duly appointed and acting _____ of said organization.

DATED this _____, day of _____, 2013.

(Signature of Custodian of Records)

(Title)

(Signature of Representative)



NONDISCRIMINATION ASSURANCE

LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization

Mailing Address (P.O. Box & Street, City & State)

Code

Street Address/Location (If different from mailing address)

County

()
Telephone

SAMPLE

_____, the donee,
(Name of Organization)

Agrees that the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will required any other person (and Legal entity) who through contractual or other arrangements with the donee is authorized to provide Services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 C.F.R. 101-6.2 AND 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title XI of the Education Amendments of 1972, as amended section 303 of the age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the done received Federal assistance from the General Services Administration and hereby gives assurance that it will immediately take any measures necessary to effectuate the agreement.

The done further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal statues and regulations (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement, and (4) that this agreement shall be binding upon an successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date

Signature of Authorized Official



4. Non-profit, Tax-exempt Institutions (REF FPMR 101-44-207 (c)

Surplus Personal Property may be donated to non- profit, tax-exempt activities for the purposes of educational or public health. The property must be essentially for the primary educational or public health function for which the activity receives donable property and not for a non-related or commercial purpose.

Non-profit, tax-exempt activities wishing to participate will complete the appropriate applications for their institution and file with the State Agency as follows:



- a. Application. Educational and public health institutions must complete the application utilizing the information as indicated.(See attached)
- b. Determination of Eligibility
(REF FPMR 101-44.207 (e), upon receipt of application, the State Agency will:



1. Determine that an applicant is eligible as a public agency or a non-profit, tax-exempt educational or public health institution, or organization to participate in the program and receive donations of surplus personal property.
2. Review the status of the applicant as a public agency or as an eligible non-profit, tax-exempt activity. Evidence should be included in the application that the applicant is a public agency or has been determined to be non-profit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.



3. Review evidence that the applicant is approved, accredited or licensed when it is a requirement of one or more of the applicants program.
4. Certification that the applicant is receiving funds appropriated for programs for older individuals when the applicant is a non-profit, tax-exempt activity that conducts programs for older individuals.
5. Ensure appropriate guidelines as set forth in the State Plan of Operations as follows:



INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM
(Please type or print in blue or black ink only)

SECTION I: Provide the full legal name of your organization on the first line of this section. Provide the mailing address of your organization as recognized by the U.S. Postal Service. Include ZIP Code. Provide the street address if different from mailing address, or provide directions if located on a rural route or other remote area. List the country in which the organization is actually located and a business telephone number with area code.

SECTION II: Check the appropriate box which describes your organization. (If you are unable to determine which status to check, please contact this office for assistance.)

SECTION III: Check the appropriate box or boxes (check as many as apply) which indicates the type or purpose of your organization. (Definitions have been provided on the following pages to assist in making this determination.)

SECTION IV: A Comprehensive written description of all programs and services provided is required. A description of the operational facilities should be included. Be sure to include information of staff and staff qualifications, hours of operation, services and programs offered, population or enrollment, fees charged etc...Include sample pamphlets, brochures or posters. If incorporated, include complete copy of Articles of Incorporation, all amendments, and a copy of your current By-Laws.

SECTION V: Check the appropriate box which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application.

SECTION VI: All applicants making application as "Nonprofit, tax-exempt organizations" must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the I.R.S. Code of 1954. The name of the organization on this IRS letter must match the name provided in Section I of this application, if not, include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Name filing certificates to establish an "audit trail" of names showing the legal connection.

SECTION VII: Applicants making application as "Nonprofit, tax-exempt organization" are required to submit evidence that the applicant is currently approved, accredited, or licensed. Programs for older individuals must include evidence of funding under the Older Americans Act of 1965; Titles IV or XX of the Social Security Act; Titles VIII or X of the Economic Development Act of 1964; or the Community Services Block Grant Act. Providers of assistance to homeless individuals must include a letter from the mayor, county judge, city or county health officer or comparable authority which certifies that applicant is a "provider of assistance to the homeless". The certification must identify the service or assistance being provided and the number of individuals receiving such assistance.

SECTION VIII: Annotate date and provide an original signature of applicant's Authorized Official (President, Chairman of the Board, County Judge, Mayor, City Manager, Executive Director, Administrator, Fire Chief, or other comparable authorized official). Photo copied, rubber stamped, machine produced, carbon, or other facsimile type signature are not acceptable.

NOTE: INCOMPLETE APPLICATION WILL NOT BE PROCESSED. USE THIS INSTRUCTION SHEET AS YOUR CHECK LIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED. IF YOU HAVE A QUESTION OR NEED ASSISTANCE CALL Ray Bumba at 475-1715/ 1729.



DEFINITIONS

APPROVED – Recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. An educational institution or program may be considered approved if it meets the academic or instructional standards prescribed for public schools in the State; i.e., the organizational entity or program is devoted primarily to approved academic, vocational (including technical or occupational), or professional study and instruction, which operates primarily for educational purposes on a full-time base for a minimum school year as prescribed by the State and employs a full-time staff of qualified instructors. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority. For a health institution or program may be considered as approved when a State body having authority under law to establish standards and requirements for public health institutions has approved the institution whether by accreditation procedures or by licensing or some other method prescribed by State law. In the absence of an official State approving authority for public health institutions or program or educational institution or program, the award of accreditation by a recognized authority such as the National Institute of Health, the National Institute of Education, or by similar national advisory council or organization may constitute approval of the institution or program provided all other criteria are met.

ACCREDITED – Approved by a recognized accrediting board or association, at a regional, State or national level such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, college, or secondary schools; or another recognized accrediting association.

ADULT DAY CARE – A program of services provided under health leadership in an ambulatory care setting for adults who do not require 24 hour institutional care and yet, due to physical and/ or mental impairment, are not capable of full-time independent living. Participants in the day care program are referred to the program by their attending physician or by some other appropriate source as an institutional discharge planning program, a welfare agency, etc. The essential elements of a day care program are directed toward meeting the health maintenance and restorative needs of participants. However, there are socialization elements in the program which, by overcoming the isolation so often associated with illness in the aged and disabled, are considered vital for the purpose of fostering and maintaining the maximum possible state of health and well-being.

CHILD CARE CENTER – A public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 or as prescribed by State law, and which is approved or licensed by the State or other appropriate authority as a child day care center or child care center.

CLINIC – An approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services, including customary related services such as laboratories and treatment rooms.



COLLEGE- An approved or accredited public or nonprofit institution of higher learning offering organized study courses and credit leading to a baccalaureate or higher degree.

ECONOMIC DEVELOPMENT- A program(s) carried out for promoted by a public agency for public purposes which involves, directly or indirectly, efforts to improve the opportunities of a given political area for the successful establishment or expansion of industrial, commercial, or agricultural plan or facilities and which otherwise assists in the creation of long term employment opportunities in the area or primarily benefits the unemployed or those with low incomes. For public agency use may not act as conduit for the transfer of property.

EDUCATIONAL INSTITUTION- An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs including research for any such program, such as a child care center, school, college, university, hospital for the mentally retarded, school for the physically handicapped, or an educational radio or television station.

EDUCATIONAL RADIO STATION- A radio station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and exempt under section 501(c)(3) of the Internal Revenue Code of 1954.

EDUCATIONAL TELEVISION STATION- A television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax exempt under section 501 of the Internal Revenue Code of 1954.

HEALTH CENTER- An approved public or nonprofit facility utilized by a health unit for the provision of public health services, including related facilities such as diagnostic and laboratory facilities and clinics.

HOMELESS INDIVIDUAL- An individual who lacks fixed, regular and adequate nighttime residence or who has a primary nighttime residence that is: (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including airfare hotels, congregate shelters, and transitional housing for the mentally ill; (2) an institution that provides a temporary residence.

HOSPITAL- An approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical condition surgical care of the sick and injured, including related facilities such as laboratories, outpatient department training facilities, and staff offices.

LIBRARY- A public or nonprofit facility providing library services free to all residents of a community, district, State or region.

LICENSED- Recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they related to the construction, maintenance, and operation of a health or education facility, rather than to the academic, instructional. Or education or public health programs such as occupational training, physical or mental health rehabilitation services, or nursing care. Licenses frequently must be renewed at periodic intervals.

LOCAL GOVERNMENT- A government, or administration of a locality, within a State or a possession of the United States.



MEDICAL INSTITUTION: An approved, accredited, or licensed public or nonprofit institution, facility, entity or organization the primary function of which is the furnishing of public health and medical services to the public at large or promoting public health through the conduct or research for any such purpose, experiments, training, or demonstrations related to cause, prevention, and methods of diagnosis and treatment of diseases and injuries. The term includes but is not limited to hospitals, clinics, alcoholic and drug abuse treatment centers, public health or treatment centers, research and health centers geriatric centers, laboratories, medical schools, dental schools, nursing schools, and similar institutions. The term does not include institutions primarily engaged in domiciliary care although a separate medical facility within such a domiciliary institution may qualify as a "medical institution."

MUSEUM: A public or private nonprofit institution which is organized on a permanent basis essentially for educational or esthetic purposes and which acquires, preserves, transmits or uses tangible objects, whether animate or inanimate; cares for them and exhibits them to the public on a regular basis either free or at a nominal charge. As used in this definition, the term "museum" includes, but is not limited to, zoological institutions if they are not under other provisions of FPMR 101-44.207; aquariums and zoos; botanical gardens and arboreta; museums relating to art, history, natural history, science, technology, and planetariums. For the purpose of this program, institutions providing staffs if they employ full time at least one qualified staff member whose principal responsibility is primarily to the acquisition, care, or public exhibition of objects owned or controlled by the institution. This definition of museum does not include any institution which exhibits objects to the public if they display or use of the objects is only incidental to the primary function of the institution. For example, an institution which is engaged primarily in the sale of antiques, objects of art, or other artifacts and which incidentally provides display to the public of animals or inanimate objects, either, free or at a nominal charge, does not qualify as a museum.

NONPROFIT TAX-EXEMPT ACTIVITY: An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of section 501 of the Internal Revenue Code of 1954.

PROGRAM FOR OLDER INDIVIDUALS: Any State or local government agency or any nonprofit, tax-exempt activity which receives funds appropriated for programs to older individuals under the Older Americans Act of 1965 as amended under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act.

PROVIDER OF ASSISTANCE TO HOMELESS INDIVIDUALS: A public or a nonprofit, tax-exempt institution or organization that operates a program which provides assistance such as food, shelter, or other services to homeless individuals, as defined above. Property acquired through the donation program by such institutions or organizations must be used exclusively in their program(s) for providing assistance to homeless individuals.

PUBLIC HEALTH INSTITUTION: An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting a public health program such as hospital, clinic, health center, or medical institution, including research for any such program, the services of which are available to the public at large.



SCHOOL-(except schools for the mentally retarded and schools for the physically handicapped)- A public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction which operates primarily for educational purposes on a full-time basis for minimum school year and employs a full-time staff of qualified instructors.

SCHOOL FOR THE MENTALLY RETARDED-A facility or institution operated primarily to provide specialized instruction to students of limited mental capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for the public school instruction of the mentally retarded, have qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government body.

SCHOOL FOR THE PHYSICALLY HANDICAPPED-A school organized primarily to provide specialized instruction to students who have handicaps necessitate individuals or group instruction. These schools must be public or nonprofit and operate on a full-time basis for the equivalent of a minimum school year prescribed for the public school instruction for the physically handicapped, have qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government body.

UNIVERSITY-A public or nonprofit approved or accredited institution for instruction and study in the high branches of learning and empowered to confer degrees in special departments or colleges.



c. Needs and Resources REF FPMR 101-44.207

1. In order that the State Agency in distributing property can give fair and equitable consideration to the relative needs and resources of the donees within the Territory and their ability to use the property, the State Agency may require each applicant to provide statement on the types and kinds of equipment, vehicles, machines, etc., for use in the applicant's particular public programs. The State Agency may also request any financial information needed to evaluate the financial needs and resources of the applicant.



d. Approval of Application.

Upon approval of the application, the State Agency will:

1. Complete the State Agency Use portion of the application;
2. Ascertain that the Surplus Property Management Administrator affixes his signature approving the application;
3. Forward approved application to appropriate donee;
4. Retain and file State Agency copy in the donee application file.



e. For **Delegation of Authorized Representative, Certification and Agreement**, resolution of the governing board and non-discrimination assurance, follow the same format utilized by public agencies as found in Enclosures 2, 3, 4, and 5, respectively.

f. **Maintaining Eligibility**
(REF FPMR 101-44.207 (H)).

The State Agency will:

1. Update eligibility record on a periodic basis but not less than once every three years.



2. Ensure that eligibility files for skilled nursing homes, intermediate care facilities, alcohol and drug abuse centers, programs for older and homeless individuals, and other programs that are certified, approved and/or licensed annually, must be updated every year.
3. When an eligible donee ceases to operate or when it loses its license, accreditation, approval or otherwise fails to maintain its eligibility status, the State Agency shall terminate its distribution of property to the activity.



4. Fair and Equitable Distribution

- a. The State Agency shall provide fair and equitable distribution of property within the Territory based on relative needs and resources of interested public agencies and other eligible institutions within the Territory and their abilities to utilize the property.
- b. Needs and usability of property as reflected in selections of property by the done including expression of need and interest on the part of the Public Agencies or other eligible donees within the Territory as reflected on the “Want List” transmitted to the State Agency.



c. Visits to Donee. The State Agency personnel will (1) familiarize themselves and through personal contact, shall make themselves cognizant of done operations and programs; (2) encourage frequent visits to the SASP warehouse by donees; (3) solicit want list information from donees by handing out want list cards; (4) make available on itemized listing of properties available at the State Agency warehouse.



5. Want List (REF FPMR 101.43.304 (f)).

- a. Donee shall provide the State Agency with are request for donation of properties utilizing the State Agency “Want List” form.(See attached form)

6. Request for Property:

- A. Want List
- B. Availability of Property
- C. Inspect Condition of Property



TERRITORY OF GUAM
STATE AGENCY
FOR
FEDERAL SURPLUS PROPERTY

SASP CONTROL NO. _____

WANT LIST

DONEE: _____

ADDRESS: _____

PHONE NUMBER: _____

AUTHORIZED REPRESENTATIVE: _____

CONTACT PERSON: _____

DATE OF REQUEST: _____

DATE OF REQUEST IS ESSENTIAL TO GUARANTEE FAIR & EQUITABLE DISTRIBUTION.

THE WANT LIST IS DESIGNED TO REQUEST ITEMS WHICH ARE NOT LISTED IN OUR BULLETIN BE SPECIFIC IN YOUR DESCRIPTION: IT IS CRITICAL IN LOCATING DESIRED ITEMS, IF YOU HAVE AN OPTION MARK THAT INDICATION IN THE "OPTIONS" COLUMN, CONTACT US PERIODICALLY TO CHECK ON OUR PROGRESS AND KEEP US INFORMED IF YOU WISH TO REMAIN ON THE WANT LIST, MAKE COPIES OF THIS FORM SO YOU WILL HAVE ENOUGH WANT LISTS FOR FUTURE ORDERS.

SAMPLE: _____

ITEM REQUESTED	QUANTITY	DESCRIPTION	OPTION
PICKUP	1	½ TON V8 AUTOMATIC TRANSMISSION	½ TON STANDARD

ITEM REQUESTED	QUANTITY	DESCRIPTION	OPTION

STATE AGENCY RESPONSE

DATE CALLED _____ RESPONSE _____ CALLED

BY _____

PHONE: 475-1720/29

DRMS-I 4160.14, Section 4
Supplement 2, General Processing



- Donee shall maintain a uniform standard of information to be recorded in the Want List file such as date of request, date record will be purged if no action was taken, minimum acceptable conditions of property, date forwarded to the State Agency.



7. State Agency Review of Donee Needs.

- a. Upon receipt of donee “Want List”, the storage and distribution technician will (a) ascertain that property is being given fair and equitable distribution and quantities issued are reasonable in relation to size of donee; (b) review done want list against properties available at the State Agency warehouse. If not in stock, forward want list to the State Agency Distribution Supervisor.



- b. The State Agency Distribution Supervisor will (1) record donee want list in the want list control log book; (2) assign a control number on the upper right-hand corner of the want list form; (3) date stamp want list and affix initials indicated received; (4) duplicate one copy and forward to State Agency screener.



- c. The State Agency screener will (1) review donee want list against the General Services Administration's monthly catalog listing to determine if item is available. If item is not available in the listing, the State Agency screener shall make arrangements with the Defense Logistics Agency (DLA) to review availability of



d. Fulfilling Needs.

1. Property found to meet the donee needs as shown on the want list will be tagged and marked "SASP".
2. Fill in screener's tally (Form 103),
(See attached form). (a) original to be retained by DLA; (b) copy to be retained by SASP Screener for appropriate action; (c) annotate on the upper portion of the want list, "completed" with current date and affixed initials; (d) forward completed want list and screener's tally to Property Distribution Supervisor for further action.



3. Upon receipt of completed want list, the Property Distribution Supervisor will: (a) annotate on the original want list file “completed”, with current date and affix own initials indicating action has been made; (b) pull out original want list from the outstanding want list file; (c) file want list in the completed portion of the want list file indicating completed; (d) attach completed copy of the want list to the appropriate screener’s tally; (e) contact the appropriate donee and request submittal of requisition.



4. Upon receipt of the screener's tally, the Property Distribution Supervisor will review and forward the appropriate screener's tally with the corresponding donee want list to the administrative support staff for further action.



8.Screen for Property: The Defense Logistics Agency (DLA) is headquartered in Battle Creek, Michigan. The DLA has locations in 41 states and 16 countries around the world. Their inventory includes thousands of items, from air conditioners, to vehicles, clothing, computers and much more.



Property is first offered for reutilization to the Department of Defense, transferred to other federal agencies, or donated to State and local government and qualified organizations.

Location: Defense Logistics Agency (DLA) – Guam is located in Naval Station, Building 631.

Screening Schedule: Tuesday thru Thursday
8:00 AM – 11:30 AM
12:30 PM – 2:00 PM



9.GSAXCESS: This is the site for the Federal Excess Personal Utilization Program and the Federal Property Donation Program, that is being operated by the General Services Administration.

This site is an online interface to the worldwide inventory of available excess personal property; and to request for excess property.



10. Electronic Transfer Order

Personal property disposal system requires a User ID and Password.



11. Release of Property by Holding Agency (DLA)

- Prepare “Letter of Authorization to Remove Property” (C5-RTD Program); obtain authorized signatures.
(See attached form)
- Fax copy of Transfer Order and Letter of Authorization to Remove Property to DLA. DLA will issue Material Release Order (MRO).
- Pick up property.



C5-RTD PROGRAM

Enclosure 8 – Letter of Authorization to Remove Property

Date: _____

To: DRMO

From:
GUAM STATE AGENCY FOR SURPLUS
PROPERTY

I, Claudia S. Acfalle, Chief Procurement Officer the undersigned, hereby authorized
(PRINT NAME)

Ray Bamba to remove the below listed requisitions on my behalf.
(PRINT NAME)

Extent of Authority: To remove property.

SIGNATURE OF CUSTOMER: _____

LIST ITEM (S) by requisition Number

SAMPLE

The provisions of this publication apply to all Remaining Government personnel at impacted, non-impacted and non-competed sites. This publication may be mandatory or advisory to the MEO, as stipulated in or modified by the Performance Work Statement.

Section 4, Supplement 2

S2-123



12. Inventory Control and Accounting (REF FPMR 101-44-202 (3))

1. Check property into State Agency custody:
 - a. Immediately upon receipt of donable property, the warehouse receiving technician will:



10. Receive Property: SASP is responsible for receiving, storage and safekeeping of property until it can be issued to the Donee.



1. Verify the description, condition and quantity as indicated on the green copy of the transfer order.
2. Upon verification, a property tag shall be prepared to identify as follows (Please see attached form):
 - state application number
 - allocation number
 - description including serial number
 - quantity and unit of issue
 - unit acquisition cost
 - condition
 - storage location



3. Store property in the security cage at the appropriation location.



STATE AGENCY
FOR
SURPLUS PROPERTY

STATE AGENCY
FOR
SURPLUS PROPERTY

PROPERTY TAG

PROPERTY TAG

Application No.: _____

Application No.: _____

GSA No.: _____

No.: _____

Stock No.: _____

Stock No.: _____

Description: _____

Description: _____

Quantity Received: _____

Quantity Received: _____

Date Received: _____

Date Received: _____

Acquisition Cost: _____

Acquisition Cost: _____

Shipping & Handling: _____

Shipping & Handling: _____



13. Upon receipt of completed Transfer Order, the Surplus Technician will:

- a. Verify Transfer Order and prepare individual stock record card (See attached form).
- b. Determine shipping and handling charges.
- c. Forward Transfer Order and completed stock record card(s) to administrative support staff.



14. Upon receipt of completed Transfer Order and stock record card, the Administrative Support Staff will:

- a. Post the date property was received at State Agency as indicated in the Transfer Order, to the Transfer Order Register log (See attached form).
- b. File the completed receiving report to the appropriate transfer order file (by Transfer Order No.)



- c. Post quantity received and date to the appropriate individual stock record card.
- d. File stock record card. (1) Stock record card will be used for issues and any other disposition of item; (2) stock record card will be retained in file for not less than three (3) years after issue is made; (3) after the last item is issued, the stock record card shall be filed in the appropriate donee- file; (4) all adjustments must be approved by the Surplus Property Management Administrator.



15. Service and Handling Charges: Service and Handling (S&H) Charges are computed up to 15% of the acquisition cost of the property, which may include freight, packing, repair, removing and installing equipment, and making property serviceable. A maximum of 10% will be assessed for property directly picked up by the Donee from the holding agency. A maximum Service & Handling Charge amount of \$500.00 will be assessed for any property with an acquisition cost of \$5,000 or more.



16. Financing and Services Charges (REF FPMR 101-44-202 (5))

1. The State Agency is authorized to assess and collect service charges from participating donees to cover direct and reasonable indirect costs of its activities. Charges shall be based on services performed by the State Agency including but not limited to screening, packing and crating, removal and transportation.
2. A revolving fund of \$25,000.00 is established by legislative action to finance the acquisition and distribution of Federal Surplus Property and is maintained by the collection of service & handling charges.



17) Public Agencies

a. Submit Government of Guam requisition as a minimum requirement as follows (See attached):

- 1) requisition form;
- 2) document number;
- 3) requisition number;
- 4) job order number;



- 5) description;
- 6) quantity;
- 7) unit issue;
- 8) unit price;
- 9) total amount;
- 10) authorizing official;
- 11) certifying official.



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GOVERNMENT OF GUAM AGANA, GUAM				S No.	
SUPPLY MANAGEMENT DIVISION DEPARTMENT OF ADMINISTRATION		REQUISITION FROM		PHONE NO. 475-2511	
TRAN CODE	DOCUMENT NUMBER 0132808-342 3/13/13	REQUISITION DATE 02/25/13	JOB ORDER NUMBER 5206A132880SE211 288013211	OBJECT CLASS 230	
DEL DATE REQUIRED	EXPANDED DEL. DATE	METHOD OF SHIPMENT			
SMB & CMO FY 2013					
DO NOT EXCEED 10 LINE ITEMS PER REQUISITION					
ROUT ID	ADVICE	PRIORITY	DEMAND	STOCK NUMBER AND DESCRIPTION OF ITEM	QTY.
JARCO	SB	03	R	OPEN PURCHASE	
JSP	MULLER	3/15/2013		THIS IS AN OPEN PURCHASE REQUISITION TO PROCURE ON AN AS NEEDED BASIS, NOT TO EXCEED THE CERTIFIED AMOUNT SHOWN, AND WILL EXPIRE ON 09/30/13 OR UPON EXHAUSTION OF FUNDS, WHICHEVER OCCURS FIRST, FROM FEBRUARY 2013 SEPTEMBER 2013 ON THE FOLLOWING: CONTRACTUAL SERVICES FOR SHIPPING AND HANDLING WITH DOA'S STATE AGENCY FOR SURPLUS PROPERTY TO PROCURE USED HEAVY EQUIPMENT, VEHICLES, MISCELLANEOUS WHITE GOODS, PAINT SUPPLIES AND ANY RELATED OFFICE FURNITURE AND/OR ANY NEEDED ITEMS FOR THE INARAJAN MAYOR'S OFFICE.	
				LEGAL AUTHORITY: P.L. 25-118, SECTION 4(c)	
REMARKS				TOTAL	\$500.00
VENDOR #: 20693000					
SIGNATURE OF AUTHORIZING OFFICIAL		DATE	SIGNATURE OF CERTIFYING OFFICER		DATE
[Signature]		2-25-13	[Signature]		3/13/13
SUGGESTED SOURCE(S) OF SUPPLY		CATALOG IDENTIFICATION AND PUBLICATION DATE		PRODUCTION DATE	
STATE AGENCY FOR SURPLUS PROPERTY (SASP)		19 1664501			
NAME AND DESCRIPTION OF ARTICLES OR SERVICES		QUALITY CONTROL SECTION		SERIAL NUMBER	
		EXAM LT 11/17/13			
		DATE 12/16/2013		WEIGHT	
		INITIAL			
		DATE			
ISSUED BY		CHECKED BY		RECEIVED BY	
02501					

RECEIVED
MAR 18 2013
MAYORS' COUNCIL
OF GUAM

RECEIVED
FEB 26 2013
MAYORS' COUNCIL
OF GUAM



b. Upon receipt of requisition, the Surplus Property Control Technician will:

- 1) Log in requisition in the SASP requisition control log;
- 2) Stamp on the face of the requisition “received SASP” and date;
- 3) Affix signature;
- 4) Accounting copy will be forwarded to accounts payable for further processing



18) Non-profit, tax-exempt institutions

Submit a certified check from a banking institution and made payable to the “Guam State Agencyfor Surplus Property”.



19. Making Donable Property Available to Eligible Donees

1. Upon determination that the donee representative is authorized, the Control Technician will:
 - A. Prepare the distribution document
(Please see attached form).
 - B. Obtain issue control document number from the
issue control log book.
 - C. Obtain requisition number from the requisition
control log.



GUAM STATE AGENCY FOR SURPLUS PROPERTY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
P.O. BOX 884
HAGATNA, GUAM 96932

SASP Form No. 9.A
REV. 4/89

CONTROL NO. _____

DISTRIBUTION DOCUMENT

DONEE	CHECK THE APPROPRIATE BLOCK <input type="checkbox"/> HEALTH Non-Profit <input type="checkbox"/> EDUCATIONAL Tax-Exempt						<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPROVERISHED FAMILIES		ORDER BY	DATE																																																																																																					
ADDRESS	<input type="checkbox"/> PUBLIC PURPOSES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO HOMELESS INDIVIDUALS						<input type="checkbox"/> HOMELESS INDIVIDUAL <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPROVERISHED INDIVIDUAL(S)		ISSUED BY	DATE																																																																																																					
PURCHASE ORDER NO.	<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED FAMILIES						<input type="checkbox"/> CONVERSATION <input type="checkbox"/> ECONOMIC DEVELOPMENT		TAKEN BY	DATE																																																																																																					
REQUISITION NO.	<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED INDIVIDUALS						<input type="checkbox"/> PARTS & RECREATION <input type="checkbox"/> PUBLIC HEALTH		BILLING DATE																																																																																																						
CHECK NO.	<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED INDIVIDUALS						<input type="checkbox"/> EDUCATION <input type="checkbox"/> PUBLIC SAFETY																																																																																																								
<table border="1"><thead><tr><th>Appl. No.</th><th>GSA No.</th><th>Description</th><th>Location</th><th>Qt. Req.</th><th>Qty. Issue</th><th>Ut. Acq. Cost</th><th>Total Acq. Cost</th><th>Unit S&H Cost</th><th>Total S&H Cost</th></tr></thead><tbody><tr><td colspan="10" rowspan="10">SAMPLE</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>										Appl. No.	GSA No.	Description	Location	Qt. Req.	Qty. Issue	Ut. Acq. Cost	Total Acq. Cost	Unit S&H Cost	Total S&H Cost	SAMPLE																																																																																											
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SAMPLE																																																																																																															
I certify that I am the authorized representative of the above named donee institution and is authorized to pick up property for the institution; agrees to the terms and conditions governing the transfer of property as shown on the reverse side of this document.						TOTAL		TOTAL																																																																																																							
APPROVED FOR ISSUE:																																																																																																															
SIGNATURE	TITLE	DATE	SIGNATURE	TITLE	DATE																																																																																																										



D. Check the appropriate box indicating the types of purposes and whether it is a public agency, non-profit or tax-exempt.

E. Verify all entries to determine accuracy.

F. Obtain approval signature from the Chief Procurement Officer.



G. Forward completed and approved issue document to surplus technician.

H. Vehicles. A copy of Government of Guam Motor Vehicle Registration application indicating State Agency for Surplus Property as “lien holder” must accompany the issue document.(See attached)



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Eddie Baza Calvo
Governor

Benita A. Mangiona
Director

GSA

GENERAL SERVICES AGENCY
(Aherisian Setbision Hinirat)
Department of Administration
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio
Lieutenant Governor

Anthony C. Blaz
Deputy Director

April 01, 2013

TO

FROM:

SUBJECT: Utilization Review, Federal Donated Property

Hafa Adai! Pursuant to Paragraph 101-44.208 (4) of the Federal Management Regulations, the Guam Agency is required to conduct utilization reviews or obtain written utilization reports from each eligible donee.

Please be advised that all properties donated regardless of cost, must be placed in use within a period of one year from receipt.

In this regard, please complete the certificate provided and return to the Guam State Agency for appropriate handling. We solicit your full support and cooperation in this manner.

Should you have any questions, please contact the Guam State Agency for Surplus Property office at GSA in Piti; telephone numbers 475-1715/1729.

Thank you for your continued support to the Federal Donation Program.

Dangkolo na Si Yu'os Ma'ase'

Benita A. Mangiona
W/B
B/M

Attachment

Cc: Guam SASP

COMMITTED TO EXCELLENCE



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Eddie Baza Calvo
Governor
Benita A. Mangiona
Director



GENERAL SERVICES AGENCY
(Aghensian Setbision Hinirat)
Department of Administration
148 Route 1 Marine Drive, P.O. Box 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio
Lieutenant Governor
Anthony C. Blaz
Deputy Director

April 01, 2013

TO: :

FROM :

SUBJECT: Recordation of Lien (Federal Donated Property)



Hafa Adai! Pursuant to the Federal Property and Administrative Services Act of 1949, PL 94-19 as amended, our State Agency is required to register all motor vehicles through the local licensing authority with the Guam State Agency for Surplus Property as a lien holder. In this regard, we are requesting that the vehicle(s) listed below be registered to Santa Rita Mayor's Office (Eligible Donee)

VEHICLE DESCRIPTION

2320-00-TRUCK
STAKE TRUCK, FORD F-SERIES YEAR: 1994
1FDNF80C45VA02932

SPECIAL NOTE TO DONEE:

When registering vehicle(s), this document together with the Vehicle Registration Application and document(s) issued by the Administrator of the Guam State Agency for Surplus Property must be presented to the Motor Vehicle Division.

It is further requested that the original Motor Vehicle Ownership certificate be forwarded to Guam State Agency for appropriate handling.

Should you need any further information or assistance, please contact Mrs. Claudia S. Acfalle at the Guam State Agency office at General Services Agency at 475-1713/1715.

Dangkolo na Si Yu'os Ma'ase'

Benita Mangiona
W

Attachment(s)

CC: Guam SASP
Santa Rita Mayor's Office
Guam Revenue & Taxation
Motor Vehicle

COMMITTED TO EXCELLENCE



2. Upon receipt of the approved issue document, the surplus distribution technician will:
 - A. Review the listing of the donee authorized representative to determine validity;
 - B. Review the issue document and make issue as appropriate;
 - C. Advise donee representative of the terms and conditions as indicated on the reverse side of the issue document;



- D. Advise donee representative in obtaining vehicle registration that the “lien holder” is a mandatory requirement that must appear on the bottom left hand side of the ownership certificate;
- E. Obtain signature of authorized donee rep
- F. Circle total quantity issued;



- G. Retain one copy of issue document;
- H. Original copy to donee representative;
- I. Forward copy to administrative support staff.



20. Preparation of Billing

The State Agency is required to prepare two (2) types of invoices:

1. Properties with acquisition cost of \$5,000 and above per single line item:

Upon receipt of the completed distribution document, the Administrative Support Staff will:

- A. Prepare invoices with serial number starting with A03---; (See attached form)



SAMPLE

GUAM STATE AGENCY FOR SURPLUS PROPERTY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
P.O. BOX 884
HAGATNA, GUAM 96932

INVOICE NO. B 5280

SASP Form No. 9.B
REV. 5/98

INVOICE DOCUMENT \$5,000 AND OVER

DONEE		CHECK THE APPROPRIATE BLOCK <input type="checkbox"/> HEALTH Non-Profit <input type="checkbox"/> EDUCATIONAL Tax-Exempt <input checked="" type="checkbox"/> PUBLIC PURPOSES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO HOMELESS INDIVIDUAL				<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED FAMILIES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED INDIVIDUALS		ORDERED BY _____ DATE _____ ISSUED BY _____ DATE _____ TAKEN BY _____ DATE _____ BILLING DATE _____	
PURCHASE ORDER NO. REQUESTION NO. Q132813-363 CHECK NO.		<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED FAMILIES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPOVERISHED INDIVIDUALS		<input type="checkbox"/> CONSERVATION <input checked="" type="checkbox"/> ECONOMIC DEVELOPMENT <input type="checkbox"/> EDUCATION		<input type="checkbox"/> PARKS & RECREATION <input type="checkbox"/> PUBLIC HEALTH <input type="checkbox"/> PUBLIC SAFETY		<input type="checkbox"/> PROGRAMS FOR OLDER INDIVIDUAL <input type="checkbox"/> PROVIDERS OF ASSISTANCE TO HOMELESS INDIVIDUALS <input type="checkbox"/> HOMELESS INDIVIDUALS	
APPLN. No.	GSA No.	DESCRIPTION	LOCATION	QT. REQ.	QTY. ISS.	UNIT ACQ. CT.	TOTAL ACQ. CT.	UNIT S & H CT.	TOTAL S & H CT.
017-1	FY09	2320 -00- Truck		1EA	1EA	25,063.00	25,063.00	400.00	400.00
		Stake Truck, Ford F Series							
		Year: 1994							
		VIN:1FDMF80C4SVA02932							
		NOTE: This vehicle will remain under a 30 month							
		restrictive use period which will be monitored.							
The property listed hereon has a unit acquisition cost of \$5,000 or more and therefore, must be placed in use for a period of 30 months from date of acquisition.						I certify that this invoice is true and correct and that payment thereon has not been received.		TOTAL \$25,063.00	
Donee agrees to the terms and conditions governing the transfer of property as shown on the reverse side of this document.						4/3/2013 M. Claudio P. Acuña Chief Procurement Officer			



GUAM STATE AGENCY FOR SURPLUS PROPERTY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
P.O. BOX 884
HAGATNA, GUAM 96932

INVOICE NO. B 0802

SASP Form No. 9.C
REV. 5/98

INVOICE DOCUMENT (LESS THAN \$5,000)

DONEE	CHECK THE APPROPRIATE BLOCK <input type="checkbox"/> HEALTH Non-Profit <input type="checkbox"/> EDUCATIONAL Tax-Exempt <input type="checkbox"/> PUBLIC PURPOSES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO HOMELESS INDIVIDUALS <input type="checkbox"/> PROGRAMS FOR OLDER INDIVIDUALS <input type="checkbox"/> HOMELESS INDIVIDUAL <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPROVERISHED FAMILIES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPROVERISHED INDIVIDUALS						ORDER BY	DATE	
							ISSUED BY	DATE	
							TAKEN BY	DATE	
							BILLING DATE		
PURCHASE ORDER NO.	<input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPROVERISHED FAMILIES <input type="checkbox"/> PROGRAMS FOR PROVIDING ASSISTANCE TO IMPROVERISHED INDIVIDUALS <input type="checkbox"/> CONVERSATION <input type="checkbox"/> ECONOMIC DEVELOPMENT <input type="checkbox"/> EDUCATION <input type="checkbox"/> PUBLIC SAFETY <input type="checkbox"/> PARTS & RECREATION <input type="checkbox"/> PUBLIC HEALTH <input type="checkbox"/> HOMELESS INDIVIDUALS <input type="checkbox"/> OTHER ROPOSES <input type="checkbox"/> PROVIDERS OF ASSISTANCE TO								
REQUISITION NO.									
CHECK NO.									
Appl. No.	GSA No.	Description	Location	Qt. Req.	Qty. Issue	Ut. Acq. Cost	Total Acq. Cost	Unit S&H Cost	Total S&H Cost
Donee agrees to the terms and conditions governing the transfer of property as shown on the reverse side of this document.				I certify that this invoice is true and correct and that payment thereon has not been received.			TOTAL	TOTAL	PAY THIS AMOUNT



Eddie Baza Calvo
Governor

GSA

GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

148 Route 1 Marine Drive, PHL, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio
Lieutenant Governor

Benita A. Mangiona
Director

Anthony C. Blaz
Deputy Director

October 1, 2012

DOA CIRCULAR NO.: 2013-002

To: All Department and Agency Heads
From: Director, Department of Administration
Subject: Compliance with Federal Law (94-519)

The Guam State Agency for Surplus Property (SASP), pursuant to Federal Law 94-519 and Federal Property Management Regulations, paragraph 101.44, is required to operate a control system that reviews the determination of eligibility status (to receive federal donated property) on a recurring basis.

In this regard, we are requesting that each donee review and complete the attached application and provide a list of delegation of authorized representatives to be responsible for receipt, inventory and record keeping of donated property.

Your attention to these requirements is appreciated. Should you need information or assistance, please contact Mr. Ray Bamba with the Guam State Agency office at 475-1729.

Thank you and Si Yu'os Ma'ase' for your continual support to the Federal Donation Assistance Program.

Benita Mangiona
MB

Attachment

cc: SASP/GSA

COMMITTED TO EXCELLENCE



21. Preparation and Processing of Invoices

1. Invoices must be processed within one week upon receipt of distribution document.
2. Properties for acquisition cost of \$5,000 and above.



- A. Donee (Block 1). Enter legal name of donee.
- B. Address (Block 2). Enter complete legal address.
- C. Check Appropriate Block(s) (Block 3).
Insert "X" in the appropriate square to identify the appropriate institution.



D. Ordered By (Block 4). Enter the done name.

E. Issued By (Block 5). Enter the name of individual that made the issue.

F. Taken By (block 6). Enter the name of individual that picked up the property.



G. Billing Date (Block 7). Enter the number of invoice prepared.

H. Date (Block 8). Enter date property was ordered.

I. Date (Block 9). Enter date property was issued.



J. Date (Block 10). Enter date property was picked up.

K. Phone (Block 11). Enter contact number where person could be reached.

L. Purchase Order Number (Block 12). Enter the requisition number.



M. Purpose (Block 13). Insert “X” in the appropriate square to identify the type(s) of purpose(s).

N. Application Number (Block 14). Enter the State Agency assigned number taken from the STD Form 123 or the State Agency Register.



O. GSA Number (Block 15). Enter the allocation number assigned by the General Services Administration, taken from STD Form 123.

P. Description (Block 16). Enter the completed description including serial number(s).



Q. Location (Block 17). Not applicable.

R. Quantity (Block 18). Enter the total quantity requested.

S. Quantity Issued (Block 19). Enter the total quantity issued.



T. Unit Acquisition Cost (Block 20).

Enter the unit acquisition cost.

U. Total Acquisition Cost (Block 21). Enter the total acquisition costs.

V. Unit Services and Handling Charges (Block 22).

Enter unit services and handling charges.



W. Certification Signature (Block 24). Enter the name of the Surplus Property Management Administrator.

X. Total amount (Block 25). Enter the total amount due.



3. Properties with Acquisition Cost of Less than \$5,000.

4. Distribution and processing of completed invoices.

22. Department/Agency/Autonomous Agencies.

(1) Upon completion of the preparation of invoices, the Administrative Support Staff will:

a. Forward the original and green copy of invoice(s) and to accounting copy of the requisition to eligible donee for payment;



- b. Forward yellow copy of the invoice with copy of receiving report, cash receipt, journal, overage and shortage report, inventory adjustment voucher to Division of Accounts.
- c. File pink copy to invoice file.
- d. File golden rod copy to donee files.



23. Non-profit, Tax-exempt, Educational and Public Health Institutions.

- (1) Forward original invoice directly to donee for payment.



- Preparation and Processing of Certificate of Use Form for Properties under Period of Restriction (See attached form).

1. The Certificate of Use form is used by the State Agency as a tool in effectuating and monitoring compliance requirement imposed on properties with acquisition costs of \$5,000 and above. The Administrative Support Staff will:



TERRITORY OF GUAM
DEPARTMENT OF ADMINISTRATION
STATE AGENCY FOR SURPLUS PROPERTY

CERTIFICATE OF USE

Description of Property _____ Serial No. _____

Donee – Department / Agency or Institution: _____

State Serial No.: _____ Allocation Number(s) _____ Date Acquired _____

Invoice No.: _____ Charges _____

SAMPLE

(To be completed by Donee – Department Only)

1. Date property placed in use: _____
2. **Instruction to donee:** The RESTRICTION PERIOD will be determined by the State Agency from the date property placed in use as indicated.
3. Location of Property: _____
4. Property's Primary Use: _____
5. If property is not place in use, explain why and when the property is expected to be Placed in use, if applicable:

(Donee Certification)

I, _____, certify that I am fully aware that permission must be Obtained from the State Agency for Surplus Property office before the property is Surveyed, transferred, cannibalized or dismantled during the restriction period, and I fully Understand that the other Federal Restrictions as it appears on the reverse side of the issue Document(s) applies.

Signature of Authorized Official

(Print Name and Title)

Distribution of Copies: Original – State Agency (GSA), Donee-Department/Agency must retain copy for their file.



2. Immediately upon completion of the preparation of the invoices, prepare the Certificate of Use for Blocks 1 thru 8 only;
3. Serial Number (Block 1). Enter serial number assigned to individual donee;
4. Description of Property (Block 2). Enter the complete description including serial number if appropriate, and as indicated in Block 16 of the invoice document;



5. State Serial Number (Block 3) . Enter the serial number as indicated in Block 14 of the invoice document;
6. Allocation Number (Block 4). Enter the allocation number as indicated in Block 15 of the invoice document;



7. Date Acquired (Block 5). Enter the date property was acquired (as indicated in the Receiving Report, STD Form 123);
8. Invoice Number (Block 6). Enter the invoice number as appropriate;
9. Acquisition Cost (Block 7) . Enter the unit acquisition cost as indicated in Block 20 of the invoice document.



10. Forward original and one copy of the Certificate of Use to Donee.

11. File copy in the appropriate donee file for property under period of restriction.

12. Preparation and processing of utilization survey card for properties under period of restriction:

The Administrative Support Staff will:

(1) Immediately upon completion of the preparation of invoice and certificate of use, prepare utilization survey card (See attached form);



PROPERTY UNDER PERIOD OF RESTRICTION				
APPLA. No.	GSA NO.	DESCRIPTION	ACQ. COST	S & H
DATE ACQUIRED:		REQN. NO.:		INV. NO.:
DATE PROPERTY PLACE IN USE:		TERMINATION OF RESTRICTION:		
EXTENDED PERIOD OF RESTRICTION:				
REMARKS:				
DONEE:		ADDRESS:		
DATE: _____ BY: _____			REMARKS: _____	
DATE: _____ BY: _____			REMARKS: _____	
DATE: _____ BY: _____			REMARKS: _____	

SAMPLE



- (2) Enter the same information as indicated in Blocks 1 thru 8 of the Certificate of Use;
- (3) Forward original card to the Surplus Property Technician .

The Surplus Property Technician will:

- (1) Upon receipt of the utilization survey card, file the card in the order of date property was acquired, and as indicated in the date acquired, (Block 6) of the utilization card;
- (2) Within 30 days, contact the donee to inquire the date property was placed in use;



- (3) If property is being used, enter the date in Block 9.
- (4) If property is not being placed in use, enter remarks in Block 12 and affix own initial and date;
- (5) Every quarter thereafter, the Surplus Property Technician will visit donee and record his visit in the bottom portion of the utilization survey card as appropriate;
- (6) At the end of 30 months, remove card and forward to administrative support staff for release of property.



24. Property Distributed to Donee **(REF FPMR 101-44.208 (a))**

1. Distribution or Issue Document

The donation of surplus personal property is accomplished by the use of a State Agency distribution document which include the:

- A. Certification and agreements required of the donee by the State Agency;
- B. Conditions that the donee will return to the State Agency, at its own expense, any donated property that is not placed in use for the purposes for which acquired within one (1) year of donation;



- C. Terms, conditions, reservations, and restrictions imposed by the State Agency on the use of any item of property having a unit acquisition cost of \$5,000 or more, and any passenger motor vehicle;
- D. Terms, conditions, reservations, or restrictions imposed on any other donated property by the State Agency,
- E. Period of restrictions during which the done must use the property for the purpose for which acquired;
- F. All passenger motor vehicles has a restriction of 30 months from the date property is placed in use;
- G. All items with a unit acquisition cost of \$5,000 or more has a 30 month restriction.



25. Compliance (REF FPMR 101-44-208(e)

The State Agency is required to take necessary action to correct any non-compliance involving the use of donated property.

The State Agency Surplus Property Technician will:

- (1) Schedule a continuous monitoring process utilizing the utilization survey card within the first thirty (30) days upon donation of the property to eligible donee and every quarter thereafter;



- (2) Visit donee site to determine usability of property;
- (3) Determine if property is being used for the purpose(s) for which acquired; and,
- (4) Determine if donee is complying with the terms, conditions and restrictions.



- The State Agency is required to set forth appropriate procedures to provide for the return of donable property to the State Agency for further distribution if such property is not placed in use or ceases to be used by the donee within one (1) year of donation.

Upon determination by the State Agency that the Property is still useable, the State Agency shall direct the donee to:

(A) Return the property to the State Agency at the donee's expense.



(B) Provide copy of statement relative to turning in of property.

(C) Provide copy of registration for all vehicles.

1. Follow the same procedure for Report of Survey as indicated in Enclosure 27, Local Programs.
2. The State Agency, upon receipt of returned donated property, will:



(A) Inspect the property

(B) Re-transfer the property to another eligible donee, if useable.

(C) Forward copy of Survey Report to Administrative Support Section.



- The Administrative Support Staff, upon receipt of the Survey Report , will:

(A) Prepare warehouse receiving report.

(B) Prepare inventory adjustment voucher.



- (C) Immediately post appropriate information in the stock record card; prepare transmittal memorandum and forward copy of warehouse receiving report and copy of inventory adjustment voucher to Division of Accounts.
- (D) File copy in the appropriate donee file.



26. Non-utilized Donable Property

Donable property, upon determination by the State Agency for Surplus Property Management Administrator that the property is still usable, will contact eligible donee and offer to transfer the property at no cost to them.

1. Re-utilization of donable property by another donee, donee will:

(A) Submit requisition. Indicate on the requisition on the right hand column of total amount block – “No Charge”.



(B) Upon receipt of a “No Charge” requisition from donee, the Control Surplus Property Technician will:

1. Log in requisition in the requisition control log;
2. Prepare distribution document; and,
3. Follow the same procedure established for property assessment for service and handling costs.



27. Revenue: Revenue collected from the service charges assessed are deposited into a Special Surplus Fund account to be used to purchase equipment, supplies, to improve the office and warehouse facilities, and/or for training and development of the staff.

28. Terms & Conditions:

- A. Eligibility Application Updates
- B. 30-Month Restrictive Use /
Expiration of Restrictive Use
- C. Non-Compliance



29. Non-Utilized Donable Property:

- A. Transfer to another SASP
- B. Sell the property
- C. Destroy or abandon

30. Inventory:

- A. Conducted annually at the end of the fiscal year.
- B. 3040 Report on Property Allocated, submitted to the General Services Administration



31. Financial (Cost and Proceeds)

A revolving fund was established to finance the acquisition and distribution of Federal Surplus Property and is maintained by collection of service & hauling charges.



1. It is maintained as a working capital reserve to cover the operating expenses of the State Agency. Monies are deposited to the Treasurer of Guam for deposit into our checking account (Special Surplus Property Fund) at the Bank of Guam.
2. Service and hauling charges will be computed as a combination of up to 15% of the acquisition cost of the property. A minimum of 10% will be assessed to property directly picked up by done from DLA.



Denominations must be in the form of a check or money order, paid to the order of “State Agency for Surplus Property”

- A. Preparation and processing of payment:
preparation of field receipt (See attached form).
- B. Upon receipt of payment from a donee, the
Administrative Support Staff will prepare field
receipt as follows:



SAMPLE

FIELD RECEIPT

TREASURER OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT DIVISION
P.O. BOX 684
HAGATNA, GUAM 96802

☐ USE TAX
☐ GRT
☐ EXCISE
☐ COLLECTION
☐ RETURNED CHECKS
☐ COLLECTION ON TAX REC

☐ 1120
☐ 1040
☐ 99-1
☐ OTHERS
☐ FOR REVENUE & TAX USE ONLY

(REQUIRED WHEN PAYMENT IS MADE BY CHECK)
PAYOR'S NAME:
SON# OR EIN#

COLLECTION DATE:

PAYMENT FOR CUSTOMER/PAYEE NAME:

TAXPAYER'S EIN/ID#:

PAYMENT DESCRIPTION	REVENUE ACCT. NO.	AMOUNT
	3	
	3	
	3	
TAX RECEIVABLE	1	

PERIOD COVERED:

METHOD OF PAYMENT (CASH, MONEY ORDER OR CHECK)

TOTAL

NAME OF TREASURY AGENT (PRINT)

AGENCY TELEPHONE NO.

SIGNATURE AND TITLE OF TREASURY AGENT

13
FY 21

0146848



1. **Name (Block 1)**. Enter name of person or organization making the payment.
2. **Address (Block 2)**. Enter complete address of person or organization.
3. **Date (Block 3)**. Enter date field receipt was prepared.
4. **Description (Block 4)**. Enter brief description of payment. Include check number.



5. Amount (Block 5) .Enter amount paid.

6. Revenue Account Number (Block 6) .

Enter the account number to be credited with the payment.



7. Period Covered (Block 7). Not Applicable.

8. How Paid (Block 8). Enter type of payment
(check or cash, etc.)

9. Total (Block 9) . Enter the total amount paid.

**10. Signature and Title of Collector
(Block 10) .** Enter the signature and title of
person collecting the payment.



C. Distribution of Copies:

1. Original – Donee
2. Yellow Copy – Treasurer of Guam
3. Pink Copy – SASP File

- Preparation of Treasury Depositors Report Form (See attached form). Upon completion of processing the field receipt, the Administrative Support Staff will:

A. Prepare the Treasury Depositors Report as follows:

1. Depositor's Name (Block 1). Enter the name of person making the deposit.



PCW 2-2-99-1
APPROVED: 12/5/99

TREASURY DEPOSITOR'S REPORT
DEPARTMENT OF ADMINISTRATION
AGANA, GUAM

DEPOSITOR'S NAME _____ REPORT NO. _____

TITLE _____ DATE _____

Department of Administration / General Services
DEPARTMENT / AGENCY / _____

INSTRUCTIONS:
1. Fill out triplicate
2. Retain copy.
3. For School Principals and other officials, official receipts show copies of field receipts to Treasurer of Guam.
4. Ask for official receipt.
5. Attach validated official receipt to your file copy of this report.

This report is supported by Field Receipts No. _____
Other documents in our files. _____
Signature of Depositor _____

REVENUE DISTRIBUTION :			
1. Revenue Acc. No.	_____	_____	_____
Revenue Acc.No.	_____	_____	_____
Revenue Acc.No.	_____	_____	_____
Revenue Acc.No.	_____	_____	_____
Revenue Acc.No.	_____	_____	_____
Revenue Acc.No.	_____	_____	_____
7. Cash Over	_____	_____	_____
8. Other	_____	_____	_____
9.Total Credit	_____	_____	_____

Support in detail on reverse side of this report.
*School principals should fill the report in triplicate.
**School principals should forward also all pink copies of field receipts.

DENOMINATIONS

COUNT	VALUE	AMOUNT
_____	0.01	_____
_____	0.05	_____
_____	0.10	_____
_____	0.25	_____
_____	0.50	_____
_____	1.00	_____
_____	2.00	_____
_____	5.00	_____
_____	10.00	_____
_____	20.00	_____
_____	50.00	_____
_____	100.00	_____
*CHECKS & MONEY ORDERS		
TOTAL CASH	_____	_____
ADD CASH SHORT	_____	_____
ADD OTHER CR.	_____	_____
TOTAL	\$ _____	_____

CERTIFIED TRUE AND CORRECT

SIGNATURE OF CASHIER OR TREASURER _____

DATE: _____



2. **Title (Block 2)** . Enter the title of person making the deposit.
3. **Department or Agency (Block 3)**. Enter “State Agency for Surplus Property”
4. **Report Number (Block 4)**. Enter the report number established by the State Agency.



5. **Date (Block 5)** . Enter the date the deposit is prepared.
6. **Field Receipt Number (Block 6)** . Enter the field receipt number(s) supporting the payment.



7. Depositor's Signature (Block 7). Enter signature of person making the deposit.

8. Revenue Distribution (Block 8). Enter the account number where the revenue is to be deposited.

9. Denominations (Block 9). Enter the amount being deposited by denominations.

10. Certification (Block 10). Not applicable.



- Preparation of Field Receipt Journal.
(See attached form) Upon completion of processing the Treasury Depositor's Report, the Administrative Support Staff will:
 1. **Donee (Block 2)**. Enter the name of donee or institution;
 2. **Amount (Block 3)**. Enter the total amount received;
 3. **Deposit (Block 4)**: Enter date deposit was made; and
 4. **Deposit (Block 5)**: Enter official receipt number issued by Treasurer of Guam.



- Distribution of Copies:

1. Original and 1 copy is retained by Cashier at the Treasurer of Guam's Office.
2. One (1) stamped copy to file.



32. State Agency Monthly Donation Report of Surplus Personal Property (Ref. FPMR 101-44-470)

1. The State Agency is required to submit reports in duplicate of the General Services Administration, Region 9 Office, by the 25th day of each month, covering the preceding calendar month's activity. This report is accomplished by using the GSA Form 3040, State Agency Monthly Donation Report of Surplus Property. (See attached form)



Received By: _____

SAMPLE



STATE AGENCY MONTHLY DONATION REPORT OF SURPLUS PERSONAL PROPERTY		DATE (Month and Year)	FORM APPROVED UHU NO.	
TO		FROM (Give name of Reporting State Agency)		
DESCRIPTION OF ITEMS		ACQUISITION COST (Omit cents)		
		SUBTOTAL	TOTAL	
A. BEGINNING INVENTORY			\$	
B. PROPERTY RECEIVED				
1. From Federal Agencies				
2. From other State Agencies				
3. From overseas		\$		
4. Other receipt		\$		
TOTAL			\$	
C. PROPERTY DONATED				
1. PUBLIC AGENCIES	a. Conservation	\$		
	b. Economic Development	\$		
	c. Education	\$		
	d. Parks and Recreation	\$		
	e. Public Health	\$		
	f. Public Safety	\$		
	g. Two or more of the above	\$		
	h. Other	\$		
i. TOTAL OF PART 1		\$		
2. NONPROFIT INSTITUTIONS OR ORGANIZATION	a. Education	\$		
	b. Public Health	\$		
	c. TOTAL OF PART 2	\$		
GRAND TOTAL OF PARTS 1 & 2		\$		
D. OTHER DISTRIBUTION				
1. Transfer to other State Agencies		\$		
2. Return to Federal Agency		\$		
3. Sold		\$		
4. Abandoned or destroyed		\$		
5. Other adjustments		\$		
6. TOTAL		\$	\$	
E. ENDING INVENTORY			\$	

GENERAL SERVICES ADMINISTRATION

GSA FORM 3040 (10-77)



33. Preparation & Processing of GSA Form 3040 Report

To Block: Enter General Services Administration with completed address;

Date Block: Enter month and year of reporting period;

From Block: Enter Territory of Guam State Agency for Surplus Property;



1. Beginning Inventory Total block. Enter the total inventory using the original Government Acquisition cost for all properties on hand at the beginning of the reporting month;



2. Property Received Column – Includes original acquisition cost for:

- a. From Federal Agencies Block (Subtotal Column) :** Enter acquisition cost of property received and posted to inventory records during the report month;
- b. From Other State Agency BLOCK:**
Not applicable;



c. From Overseas Block: Not Applicable.

d. Other Receipts Block: Enter the total acquisition cost of properties returned by donees.



3. Property Donated Column: Enter the original acquisition Cost of Surplus Property Distributed To:

a. Public Agencies Column: To original government acquisition costs for donation to public agencies during the reporting period as identified below:



1.Conservation

2.Economic Development

3.Education

4.Parks and Recreation

5.Public Health

6.Public Safety

7.Two or more (When donee indicates on the distribution document)



b. Non-Profit Institution/Organization

Column: Non-profit tax exempt institution or organization during the reporting period shall be identified by:

1.Educational

2.Public Health

3.Total of Part II



- **Other Distribution Column:** Original government acquisition Cost For:

A. Transfer to Other State Agencies

B. Return to Federal Agencies

C. Sold

D. Abandoned or Destroyed



c. Other Adjustments. Total acquisition cost of all property donated after having been returned from done.

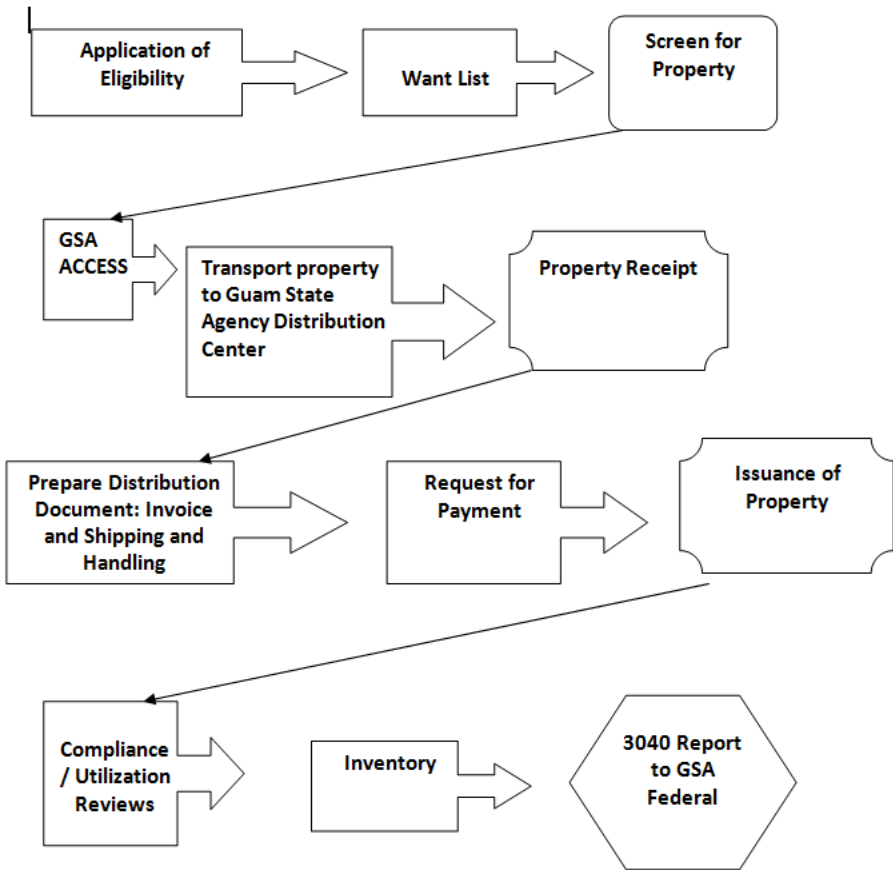
- **Ending Inventory:** To be computed by adding A and B then subtracting C and D
($A + B - C - D = E$).

d. Distribution of Documents:

1. Original – General Services Administration
2. Copy – Financial File, SASP.



Federal Donation Program





STANDARD OPERATING PROCEDURES STATE AGENCY FOR SURPLUS PROPERTY FEDERAL PROGRAMS

Program Promotion

In an effort to promote the donation programs, the State Agency has been conducting meetings and training programs to eligible donees. The State Agency will:



1. Develop a format understandable to the potential donee. The pamphlet (See attached), newsletter or circular (See attached), will explain the major categories of eligible recipients, the types of surplus property available, and how surplus property is distributed by the State Agency to the donee.



**TERRITORY
OF
GUAM STATE AGENCY
FOR
SURPLUS PROPERTY
DEPARTMENT OF ADMINISTRATION**



Federal Surplus Personal Property Donation Programs enable certain nonfederal organizations to obtain personal property the Federal Government no longer needs.

Personal property includes all types and categories of property except land or other real property, certain naval vessels and records of the Federal Government. It embraces such items as hand and machine tools, office machines and supplies, furniture, appliances, medical supplies, hardware, clothing, motor vehicles, boats, airplanes, construction equipment, textiles, communication and electronic equipment, and gifts and decorations given by foreign governments and their representatives to Federal employees and their immediate families. It is offered on an "as is, where is" basis, without warranty of any kind.

The basic authority for donation programs is the Federal Property and Administrative Services Act of 1949, as amended. This act and related statutes authorize the Administrator of General Services to transfer surplus personal property for donation to nonfederal public agencies and other specifically designated recipients. The major categories of eligible recipients are:

- Public Agencies
- Nonprofit Educational and Public Health Activities, Including Programs for the Homeless
- Nonprofit and Public Programs for the Elderly
- Educational Activities of Special Interest to the Armed Services
- Public Airports



Public Agencies, Nonprofit Educational or Public Health Activities, and Programs for the Elderly



ELIGIBLE RECIPIENTS

• Public Agencies

Public agencies involved in such activities as conservation, economic development, education, park and recreation programs, public safety, public health, programs for the elderly, and programs for the homeless may be eligible for donations of surplus personal property. Public agencies generally include States, their departments, divisions and other instrumentalities; political subdivisions of States, including cities, counties, and other local Government units and economic development districts; instrumentalities created by compact or other agreement between States or political subdivisions; and Indian tribes, bands, groups, pueblos, or communities located on State reservations.

• Nonprofit Educational and Public Health Activities, Including Programs for the Homeless

Surplus personal property may be donated to nonprofit educational and public health activities exempt from taxation under sec. 501 of the Internal Revenue Code. The property must be used to aid education or public health, either directly or through research.

Nonprofit educational and public health activities may include medical institutions, hospitals, clinics, health centers, and drug abuse treatment centers; schools, colleges and universities; schools for the mentally retarded or physically handicapped; child care centers; educational radio and television stations; museums; and libraries.

Nonprofit, tax-exempt organizations which provide food, shelter, or support services to homeless people may also be eligible to receive surplus property through donation. Such organizations may include soup kitchens and day centers for the homeless; foodbanks which provide food directly to shelters and soup kitchens where homeless individuals are fed and/or provided sleeping accommodations; and overnight, day-

time, and around-the-clock shelters where homeless individuals receive assistance, regardless of the cause or duration of the homelessness (includes shelters for battered spouses, abused children, and orphans; and half-way houses for temporary residence of homeless parolees, recovered mental patients, and recovered substance abusers).

• Nonprofit and Public Programs for the Elderly

State or local government agencies, and nonprofit organizations or institutions, which receive funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act, or under titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act, may be eligible to receive donations of surplus personal property for programs for the elderly.

Programs for the elderly may include programs that provide adult day care or other services essential for the general welfare of older people such as social services, transportation services, nutrition services, legal services, and multipurpose senior centers.

DISTRIBUTION OF SURPLUS PERSONAL PROPERTY

In accordance with the law, State surplus property agencies have been established by each State, the District of Columbia, Puerto Rico, the Virgin Islands, the Northern Mariana Islands, Guam and American Samoa to distribute personal property designated as surplus by the Federal Government. These State surplus property agencies advise applicants of eligibility requirements and procedures to be followed in acquiring Federal surplus personal property and of the conditions and restrictions placed on the property.

Most agencies maintain one or more distribution centers through which to

receive property, display it to interested applicants, and effect donation transactions. Practically all operate on a self-sustaining basis by assessing recipients a service charge to cover handling, transportation, and administrative expenses.

CONDITIONS AND RESTRICTIONS ON PROPERTY

Clear title to donated property is not granted until a specified period of time has elapsed and the donee has fulfilled all Federal and State restrictions imposed on the property.

State restrictions may vary as each State agency is permitted to impose its own terms and conditions. Federal restrictions require that all property be placed into use by the donee within 1 year of acquisition and be used for at least 1 year thereafter. Additional restrictions are imposed by the General Services Administration (GSA) on certain types of property such as aircraft, vessels, and gifts received from a foreign government. Violations of any of the conditions or restrictions may require return of the property to the State surplus property agency.

WHERE TO APPLY FOR INFORMATION

Public agencies, nonprofit educational or public health institutions, and programs for the elderly may obtain information about eligibility and program requirements by contacting the Director, State Agency for Surplus Property, for the State in which they reside.

GUAM STATE AGENCY FOR SURPLUS PROPERTY

GSA, PITI, GUAM
Tel: (671) 475-1707, 475-1720
475-1729
Fax: (671) 472-4217



Educational Activities of Special Interest to the Armed Services



ELIGIBLE RECIPIENTS

The Secretary of Defense has designated activities such as maritime academies, or military, naval, Air Force, or Coast Guard preparatory schools, and the following national organizations as eligible recipients of Department of Defense (DOD) surplus property.

- American National Red Cross
- Armed Services YMCA of the U.S.A.
- Big Brother/Big Sisters of America
- Boys and Girls Clubs of America
- Boy Scouts of America
- Camp Fire, Inc.
- Center for Excellence in Education
- Girl Scouts of the U.S.A.
- Little League Baseball, Inc.
- National Association for Equal Opportunity in Higher Education
- National Ski Patrol System, Inc.
- Naval Sea Cadet Corps
- Operation Raleigh
- United Service Organizations, Inc.
- U.S. Olympic Committee
- Young Marines of the Marine Corps League/Marine Corps League

WHERE TO APPLY FOR INFORMATION

Information concerning the designation of schools or organizations as Service Educational Activities (SEA) can be obtained from the Assistant Secretary of Defense (Production and Logistics), Washington, DC 20301-8000. Individual units of the national organizations such as Boy Scout or Girl Scout troops, Red Cross chapters, etc., should contact their regional or national headquarters regarding the donation and use of DOD surplus property. Eligible SEA schools should contact their sponsoring military service.

Public Airports



ELIGIBLE RECIPIENTS

Any State, political subdivision, municipality, or tax-supported institution may receive surplus personal property through donation for use in the development, improvement, operation, or maintenance of a public airport.

WHERE TO APPLY FOR INFORMATION

Public airports should contact the appropriate Federal Aviation Administration regional office (attention: Airports Division Chief) or the FAA, Office of Airport Planning and Programming (APP-1), Washington, DC 20591.

... And Other Eligible Donee Activities



The Donation Program also encompasses provisions for donating special types and categories of surplus property. Examples of these programs include:

- Donations of forfeited distilled spirits, wine, and beer to eleemosynary institutions for medical purposes.
- Donations of blood plasma and other property to the American National Red Cross for charitable purposes. Donations are limited to property identified as having been processed, produced, or donated by the Red Cross to the Federal Government.
- Donations of surplus equipment and supplies to State and local governments for use in Presidentially-declared emergencies or major disasters.
- Donations of property to public bodies (any public agency, Indian tribe, or agency of the Federal government) in lieu of abandoning or destroying it.

WHERE TO APPLY FOR INFORMATION

Charitable medical institutions that wish to obtain seized and forfeited alcoholic beverages for use by their inpatients must first establish eligibility with the GSA National Capital Region. Red Cross units, public bodies, and State officials in charge of disaster operations should contact the appropriate GSA regional office for additional information on acquiring property for their respective programs.



2. Conduct meetings and seminars with Commissioners Council at least twice a year.
3. Obtain maximum visibility through the media or mail out the promotion package to various organizations.



4. Visit various local public schools or public bodies to inform them of the potential to reduce their expenditures for supplies and equipment.
5. Will endeavor to contact all potential donees in the territory and discuss or instruct them on procedures to follow to establish their eligibility to participate in the Surplus Property Program.



ANY QUESTIONS ?

