



- [DGS Home Page](#)
- [OFAM Home Page](#)
- [Office of Surplus Property Reutilization](#)
- [Property Reuse Program Inventory](#)

[Contact Us](#)

Property Survey Reports

State Agency Login for Property Survey Reports (STD 152s and STD 158s) and Viewing State Surplus Personal Property Inventory

Online Submittals and Approvals

To obtain the Office of Surplus Property And Reutilization review and approval of your agency's proposed disposition of State-owned personal property in your agency's possession, submit your request online, below, using either Standard Form 152 or Standard Form 158, as applicable.

Submit Standard Form 152, "Property Survey Report" for the following:

Please notice: The Property Survey Report (STD. 152) now has a Disposition Code 10. Please use this Disposition Code when disposing of e-Waste.

- If you wish to donate the item or items to a qualified recipient; or
- If you wish to sell the item or items at a public sale; or
- If you wish to dispose of the irreparable, unusable item or items through using the services of a State-approved recycler, or through sending the item or items to a State-approved landfill;
- Please note that a Standard Form 152 must be filled out for all items to be shipped for disposition by the OSPR Warehouse located at 1700 National Drive, Sacramento, CA 95638.

Submit Standard Form 158, "Transfer of Location of Equipment" for the following:

- If you wish to transfer the item or items to another agency;
- If you wish to transfer the item or items to another unit of an Agency, this form is not required to be sent to OSPR but may be retained for your record management.

If you need assistance in making your online submittal or have questions concerning any aspect concerning the proper disposition of State-owned surplus personal property, please contact the following, as applicable:

- In Sacramento: (916) 928-5807

Enter Your Billing Code (REQUIRED)

Bill code requires 6 digits. Add a leading 0 if necessary.

eMail Address:

Password: (case sensitive)

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