

**LOAN OF STATE SURPLUS PERSONAL PROPERTY**  
(Revised 06/09)

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The State and Federal Property Reuse Program Office, Office of Fleet and Asset Management, Department of General Services, maintains an inventory of office equipment such as computers, desks, chairs, tables, typewriters, and some office machines that are available to agencies on a short term, no-charge, loan basis.

Equipment may be obtained or reserved by contacting the State and Federal Property Reuse Program Office warehouse located at 1700 National Drive, Sacramento, CA 95834.

All types of surplus property equipment may be loaned at no charge for periods up to 30 days.

In emergency situations, agencies requiring long-term use of equipment for which they are unable to fund rental charges may request exceptions to the 30-day loan limit by submitting supporting information to the Manager, State and Federal Property Reuses Program Office, Office of Fleet and Asset Management. Also, if an agency delivers an approved purchase estimate to the State and Federal Property Reuse Program Office, surplus equipment may be loaned to the agency that originated the estimate pending receipt of the purchased equipment without regard to the 30-day limitation.

Agencies are expected to provide transportation for loaned or rented equipment. At the request of renting or borrowing agencies, equipment can be shipped by freight collect, or by common carrier.