

SAM - PURCHASES

**TRANSFER TO THE SURPLUS PROPERTY PROGRAM OFFICE**  
**(Revised 9/03)**

**3520.4**

**When state-owned surplus personal property is not to be transferred within an agency, the agency submits a STD. 152 directly to the State and Federal Property Reuse Program Office.**

**The agency must provide adequate information in the "explanation" section of the STD. 152, and indicate the reason(s) for disposal of the property.**

**The agency must use a single STD. 152 only for similar items or items being surveyed for the same reason. The agency must use separate STD. 152s when surveying items for different reasons**