

SAM-PURCHASES

DONATION OF STATE PROPERTY

3520.5

(Revised 3/14)

When an agency proposes to transfer state-owned personal surplus property to a non-state entity, the agency prepares a [STD. 152](#) and submits it to the State and Federal Property Reuse Program Office for review and approval prior to final disposition. The recipient of the property must be on record with the State and Federal Property Reuse Program Office as an eligible donee, thus indicating the recipient is eligible to receive such property.

NOTE: For vehicles and mobile equipment, submit proposals to the Department of General Services, Office of Fleet and Asset Management for review and approval.