

SAM-PURCHASES

PROPERTY SURVEY REPORTS

3520.3

(Revised 3/14)

When an agency proposes to dispose of state-owned, nonexpendable surplus property either by sale, by trade-in, or by turning it over to the State and Federal Property Reuse Program Office, or by discarding the property, the agency prepares a Property Survey Report ([STD. 152](#)) and submits it to the State and Federal Property Reuse Program Office for approval.

When an agency proposes to transfer such property to another agency or to a unit within the agency, the agency prepares a Transfer of Location of Equipment ([STD. 158](#)) and submits it to the State and Federal Property Reuse Program Office for approval. The agency may use an agency form in lieu of STD. 158 for intra-agency transfers between organizational units accounted for in the same general ledger account.

The agency retains the original copy of the approved STD. 152 or STD. 158, as applicable, in a suspense file, pending final disposition of the property. If the agency sells the property, the agency enters the dollar amount received from the sale and the receipt number on STD. 152, and disposes of the listed property without delay.

The requesting agency and the State and Federal Property Reuse Program Office retain copies of all STD. 152's and 158's in accordance with the general disposition schedule. See SAM Section 1611.