

## SAM-PURCHASES

### TRANSFER TO THE SURPLUS PROPERTY PROGRAM OFFICE

3520.4

(Revised 3/14)

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.