



pennsylvania

DEPARTMENT OF GENERAL SERVICES
Bureau of Supplies and Surplus Operations
Federal Surplus Property Program
2221 Forster St.
Harrisburg, PA 17125
RA-GSPAFEDSURPLUS@PA.GOV
dgs.pa.gov/Surplus/Federal

ATTENTION DONEES:

Your organization has acquired an item through the Federal Surplus Property Program that is under compliance restrictions and **must be placed into use within 12 months of acquiring the property** and must be **used for a minimum of 18 months thereafter**. Complete and return this card when you begin to use the item.

Item Code: _____

Invoice Number: _____

Item Description: _____

Fed Acquisition Cost: _____

Issued to: _____

Donee Number: _____

Donee Organization: _____

County: _____

Date Acquired: _____

Telephone Number: _____

Date Placed into Use: _____

Signature: _____

Title: _____

FOR BSSO USE ONLY

Compliance Start Date: _____

Compliance End Date: _____

Please make sure the **“Date Placed into Use”** and **“Signature”**, are COMPLETE and return by fax to 717-772-2491 or email to RA-GSPAFEDSURPLUS@PA.GOV

All questions should be directed to RA-GSPAFEDSURPLUS@PA.GOV