



## Request for Extension to Place Item into Use

(please attach to distribution document)

Name and Address of Donee: \_\_\_\_\_

\_\_\_\_\_

Description of the Property: \_\_\_\_\_

\_\_\_\_\_

Acquisition Cost \$ \_\_\_\_\_ Service Charge \$ \_\_\_\_\_

Date property was acquired: \_\_\_\_\_

Purpose for which property was acquired: \_\_\_\_\_

\_\_\_\_\_

Date originally planned for property to be put into use: \_\_\_\_\_

Detailed justification for extension including supporting documentation and full explanation for delay: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed date for putting property into use: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized official

Date requested by SASP: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SASP Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of GSA Official