

**Part II Chapter 17**  
**Interagency Transfer or Exchange of Materials**

- A. Requirements.** Any interagency transfer or exchange (item for item or payment transaction) of a material, except for surplus products of the soil as covered under Section 211 of the Administrative Code, require submission for approval to the:

Department of General Services  
Bureau of Supplies and Surplus Operations  
Chief, State Surplus Property Division  
Room G-46  
2221 Forster Street  
Harrisburg, PA 17105

- B.** Appropriate information and justification shall accompany all requests for approval. The request should include the following:

1. Agency names.
2. Contact persons and phone numbers.
3. Description of material being transferred.
4. Value of material being transferred.
5. Terms of the transfer or exchange.