



Greetings,

If you have found property that you would like to request and will be completing our Property Request Form, we require that you read the below statements regarding factors considered when approving property at the State level, and that you review ALL donee requirements if the Property Request is approved at the State and Federal level.

Per GSA, the Illinois State Agency for Surplus Property (IL-SASP) is vested with all necessary authority and full discretion to approve or deny federal surplus property requests. We would like to provide you with factors that are considered in the State level approval of property. They include, but are not limited to:

- Size, type, and scope of program/business conducted
- Contemplated use and frequency of use
- Economic condition of agency, business, etc.
- Critical or urgent need
- Geographical location
- Type, quantity, history, and current status of property received by the donee to date
- Ability of the donee to select and remove property from the distribution center of Federal activity on a timely basis
- Availability of funds to ship/pick-up, repair, maintain property, and return property, if necessary
- Information provided in the Justification

The way that these factors are determined is primarily by ILSASP reviewing the information provided in the justification for the property. For a better chance at approval, it is important to include as much information as possible within the justification when requesting property.

Please initial here to certify that you understand the factors considered when approving property requests:

In addition, it is vital that you understand the requirement of requesting and being approved for property, before you request the property. Failure to follow GSA requirements may result in the inability to obtain property through the program for a period of time at the discretion of ILSASP. Requirements include, but are not limited to:

- Completing ILSASP documents in the required time frame and fashion. Failure to complete the required documents may result in the cancellation of property and the denial of further property for a period of time at the discretion of ILSASP
- Having the property you are approved for either picked-up or shipped within the time-frame given by GSA. The cancellation of any property request due to inability to pay for shipping/pick-up costs or the failure to pick-up property during the required time-frame may result in the denial of further property for a period of time at the discretion of ILSASP.
- Regardless of condition, you will be required put the property into use within one year. Ensure that prior to requesting property that you understand the condition of the property and the potential costs associated with necessary repairs, etc. for putting the property into use. Failure to put the property into use within 1 year will result in your program/business being required to turn the property in to ILSASP, at your expense. It will also result in the denial of property for a period of time at the discretion of ILSASP.

Please initial here to certify that you understand and will comply with all requirements with requesting and being approved for GSA Federal Surplus Property.

For additional information regarding the requirements for Federal Surplus Donation, please refer to the terms and conditions provided to you at enrollment, as well as the Federal Management Regulations (FMR) for the Donation of Surplus Property at <https://www.govinfo.gov/content/pkg/CFR-2020-title41-vol3/pdf/CFR-2020-title41-vol3-subtitleC-chap102.pdf> . If you require an additional copy of the terms and conditions, please contact our office.

Thank you,
The Illinois State Agency for Surplus Property



Illinois State Agency For Surplus Property Property Request

INSTRUCTIONS:

Donee: Name of the organization, association, business etc. Donee Email: Email address of the donee representative Representative: Name of the individual requesting the property Representative Phone #: Phone # Item Control #: Item Control # provided in GSAXcess for the property you are requesting Item Location: Property location in GSAXcess Quantity: Quantity you are requesting Screening End Date: End date listed in GSAXcess Location property will be stored: Location you will keep the property Number of Current Employees: current number of employees for your Illinois business operations Justification: The justification should identify what the property will be utilized for, where it will be utilized and by whom it will be utilized at your program/business. Donee County: county that you are located in

NOTE: VOSB's must also provide their NAICS Code (required) and the FSC (if applicable)

A Request for GSA Federal Surplus Property

Requests can only be made by a representative listed on the GSA Application. Any incomplete fields will result in an automatic request rejection.

Name of Agency, Org., Assoc., VOSB, etc.:

Donee Email:

Representative Name:

Representative Phone #

Item Name & Control #

Item Location:

Quantity:

Screening End Date:

Location property will be stored:

Number of Current Employees for your Illinois Business (documentation may be required)

Note: Contractors such as subcontractors, independent contractors, etc., are not employees and are not allowed to utilize equipment requested through this program. Property cannot be loaned, leased, sold, etc. while under restriction. Please see terms and conditions for full details.

Justification:

Donee County:

Individual/Company that will pick-up the property (if known):

Veteran-Owned Small Business (VOSB) Additional Information Required

NAICS Code(s)

FSC Code(s) (if applicable)

additional space for justification (if needed)....