

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

OAS 7800.13  
August 7, 2018

GSA ORDER

SUBJECT: Management of the General Services Administration's (GSA) Internal Personal Property

1. Purpose. This Order establishes policy and procedures for the management of GSA internal personal property.
2. Cancellation. ADM 7800.12 is cancelled.
3. Background.
  - a. The Internal Personal Property Program provides GSA personnel with a comprehensive asset management program in accordance with 40 USC 524 and the Federal Management Regulation (FMR) for the stewardship of GSA's' Internal Personal Property. Relevant FMR Bulletins such as B-4, Utilization and Disposal, and FMR Bulletin B-34, Disposal of Federal Electronic Assets are integral to the internal program and should be followed with respect to the management of GSA's internal personal property.
  - b. This Order also includes internal control measures in response to Office of Management and Budget (OMB) Circular A-123.
  - c. GSA Order ADM 5440.640A, Change in GSA Organization (Office of Administrative Services), transferred Personal Property Policy from the Office of Government-wide Policy (OGP) to the Office of Administrative Services (OAS) on November 18, 2011. The objective of this Order is to ensure that GSA personal property is properly accounted for throughout its lifecycle and that all excess personal property is properly disposed of in accordance with OAS Standard Operating Procedures (SOPs) for Disposal.
4. Scope and applicability. This policy applies to all GSA organizations managing internal personal property and is applicable to all personnel who use GSA personal property.
5. Policy. This policy addresses the lifecycle of internal personal property with emphasis on inventory and disposal requirements of GSA personal property.

6. Responsibilities. The Internal Personal Property Program, OAS, manages GSA's personal property. This Order provides implementation guidelines for GSA organizations.

7. Signature.

/S/  
BOB STAFFORD  
Chief Administrative Services Officer  
Office of Administrative Services

## Management of the GSA Internal Personal Property

### Table of Contents

<u>Section</u>	<u>Page</u>
1 <a href="#"><u>Roles and Responsibilities</u></a>	1
2 <a href="#"><u>Program Objectives</u></a>	2
3 <a href="#"><u>Types of Personal Property</u></a>	3
4 <a href="#"><u>Acquiring Excess Personal Property</u></a>	3
5 <a href="#"><u>In-Use Personal Property</u></a>	4
6 <a href="#"><u>Disposal Procedures for Excess Personal Property</u></a>	5
7 <a href="#"><u>Monitoring Program Performance</u></a>	8
8. <a href="#"><u>Required Annual Reports</u></a>	8
<b>Appendixes</b>	
Appendix A. <a href="#"><u>National List of Pilferables and Sensitive Items</u></a>	A-1
Appendix B. <a href="#"><u>Authorities</u></a>	B-1
Appendix C. <a href="#"><u>Forms</u></a>	C-1
Appendix D. <a href="#"><u>Definitions</u></a>	D-1

## **Management of the General Services Administration's (GSA's) Internal Personal Property**

### 1. Roles and responsibilities.

a. Office of Administrative Services (OAS). The GSA Internal Personal Property Program Manager/National Utilization Officer (NUO) in OAS is responsible for the policy concerning the overall function of the GSA Internal Personal Property Program and is responsible for:

- (1) Managing the Internal Personal Property Program;
- (2) Providing operational support for internal personal property throughout GSA;
- (3) Performing annual inventories of accountable property, updating asset records, approving disposals and transfers, surveying for excess property, and coordinating with GSA's Central Office regarding policies and procedures;
- (4) Ensuring that GSA's personal property policy complies with Governmentwide personal property best practices, industry standard practices, and Federal laws and regulations; and
- (5) Acting as point of contact for Agency Asset Management System (AAMS) and GSAXcess® users within GSA.

b. Office of the Chief Financial Officer (OCFO) . The OCFO is responsible for fiscal accounting policies and procedures for personal property including:

- (1) Prescribing necessary fiscal documentation;
- (2) Maintaining inventories of capitalized property maintained in financial systems; and
- (3) Defining the criteria for the capitalization, depreciation, and expensing of personal property acquisitions (CFO 4260.1 Chief Financial Officer Manual Volume 1).

c. Office of GSA IT. GSA IT is responsible for:

- (1) Maintaining adequate safeguards to ensure that electronic and information technology (IT) assets are inventoried and controlled to prevent unauthorized use or disposal. These assets include but are not limited to software, hardware, infrastructure devices, and data storage devices;
- (2) Ensuring that all e-waste recycling is performed by certified R2 or E-Stewards recyclers;

(3) Ensuring the eligibility of recipients when using the Computers for Learning (CFL) program for IT transfers. All IT is included, such as laptops, monitors, tablets, cell phones, and video teleconference equipment. Further, the transfer or disposal of these assets must be controlled to ensure data is safeguarded and material is properly transferred or recycled by authorized methods; and

(4) Notifying the NUO prior to using the exchange/sale authority.

d. Federal Acquisition Service (FAS). FAS is responsible for:

(1) Working with the NUO regarding exchange/sale transactions;

(2) Utilizing FAS Fleet exchange/sale authority in accordance with the SOPs for Exchange/Sale;

(3) Maintaining an inventory of operational equipment including vehicles; and

(4) Overseeing the reporting of excess property Governmentwide via GSAXcess® and CFL by FAS Personal Property Management. FAS Personal Property Management also provides support Governmentwide through Area Property Officers (APO).

e. Public Buildings Service (PBS). PBS is responsible for:

(1) Controlling excess property in accordance with the SOPs for Disposal , during renovations and restacking;

(2) Management of the Child Care Centers and the provision of GSA property in these centers;

(3) Notifying the NUO prior to embarking on renovations and restacking projects that will create excess property or result in the disposal of GSA property; and

(4) Maintaining an inventory of all internal art and architecture items.

2. Program objectives. The objectives of the Internal Personal Property Program are:

a. Ensuring that GSA is in compliance with applicable Federal statutes and regulations regarding acquiring, using, and disposing of internal personal property;

b. Providing policies and procedures to perform annual inventories of property that include all OAS-managed accountable GSA personal property, as defined in the Physical Inventory SOPs, and to ensure prompt reporting of excess personal property;

c. Providing policies and oversight for various methods of personal property disposal;

d. Providing management controls to ensure that highly pilferable and sensitive items and items containing sensitive information are safeguarded and disposed of properly;

e. Providing personal property training for personnel performing personal property duties; and

f. Providing GSA-wide training on employee responsibilities regarding GSA personal property.

3. Types of personal property. Personal property includes:

a. Items used directly in mission performance in an office setting, such as laptops, monitors, mobile devices (e.g., tablets, cellphones), copiers, printers, multifunction devices (e.g., copier, printer, scanner in one unit whether leased and owned), audio-visual equipment, teleconferencing equipment, and postal meters;

b. Items used directly in mission performance outside of an office setting, such as Government-owned or -leased automobiles and trucks, routers, servers, and software;

c. Appliances and furniture;

d. Heritage assets, such as paintings and decorative objects; and

e. Foreign gifts received by an employee in the performance of their official duties that are not being retained by the employee.

4. Acquiring excess personal property. The FMR (41 CFR 102-36) requires that executive agencies, to the maximum extent practicable, fill requirements for personal property by using existing agency property or by obtaining excess property from other Federal agencies in lieu of new procurements. Further, 40 USC 524 and 41 CFR 102-36.65 require that excess personal property is used to the extent practicable instead of purchasing new property.

a. The Federal Acquisition Regulation (FAR). The FAR at Part 8, Required Sources of Supplies and Services, requires that the first source of supply is from within the agency's excess inventory. FAR 8.102. To fulfill requirements, organizations must first screen the internal inventory via AAMS. If unable to fulfill the need from internal sources, organizations are required to screen excess Federal property via GSAXcess® before acquiring new property. Use of online systems is mandatory.

b. Use of exchange/sale authority. The exchange/sale authority under 41 CFR 102-39 should be used when practical in acquiring a similar or like item for which there is a continuing need. Property can be exchanged or sold with the exchange allowance or sales proceeds used to reduce the cost of similar replacement property. All sales must use an authorized sales center through FAS or through an agency that has received a

waiver from the eFAS Planning Office. 41 CFR 102-38.40. Access the [SOP for Exchange/Sale](#) via this link.

c. Tracking property data. Data on accountable, OAS-managed personal property shall be maintained and entered into the ServiceNow asset management system for inventory tracking purposes. Vehicles, capitalized property, and GSA-IT equipment (e.g., desktops, laptops, routers) are tracked using their respective organization's tracking systems.

#### 5. In-use personal property.

a. Personal property that is in use is the responsibility of the employee and the organization to which it is issued. Material that is in use must be safeguarded and tracked based on the original acquisition cost, security (to include personally identifiable information safeguards), mobility, whether the item is pilferable, and whether the item may require special handling at time of disposal due to e-waste or hazmat considerations. The Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR 2635.704) state that an employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes.

b. All employees are responsible for the proper care, security, and effective use of Government property issued for their use and may be financially liable for the property if it is stolen, damaged, lost or destroyed as a result of negligence, improper use or willful actions of the employee. Penalties for employee misuse of property are provided in GSA Order, [CPO 9751.1 Maintaining Discipline](#).

Note: Willful damage or attempted damage against any property of the United States can make an employee subject to criminal statute ([18 USC 1361](#)).

c. Employee responsibility for securing equipment. Employees must physically secure highly-pilferable and/or sensitive items such as laptops and cell phones that are in their custody and must promptly report any loss or disappearance of property to the appropriate GSA IT point of contact for IT losses and the NUO for non-IT losses. Employees shall employ locking devices or put the highly-pilferable or sensitive items in a secure place when not in use. (See Appendix A, National List of Pilferables and Sensitive Items.)

d. Clearance checklist for departing employees. Supervisors are responsible for ensuring that all items issued by the Government are returned to the issuing office before employees are reassigned within or separated from GSA. [GSA Form 1655, Employee Clearance Checklist](#) shall be used for clearing employees. Final pay may be offset by the National Payroll Center based on the appropriate dollar value for missing items assessed by the Internal Personal Property Program or IT Asset Management System, if necessary.

e. Custodial responsibility. OAS and its Workplace Services (WPS) property custodians assume custody of all personal property in their area of responsibility, and are responsible for maintaining oversight, control, and safeguarding. OAS maintains property control records, performs physical inventory, and facilitates the proper handling of excess property.

f. Personal property inventory system. ServiceNow is a personal property inventory tracking system used to collect data on OAS-managed accountable personal property. This system tracks property from acquisition through disposal. OAS conducts annual physical inventories to ensure that accountability for property information contained in the Service or Staff office is maintained.

(1) Inventory requirements. Items listed in the inventory systems must be physically inventoried. Inventory may be conducted at a different frequency based on security, mobility, sensitivity, pilferability, or if the items contain hazardous material. In addition, items not listed on the inventory list must be brought into the agency accountability system. Inventories shall be performed in accordance with OAS SOPs. Contact the NUO for access or to the inventory SOPs or visit [SOP Wall-to-Wall Inventory](#).

(2) Board of Survey. A Board of Survey may be established in GSA to review or investigate circumstances surrounding the loss, theft, damage, destruction, or other circumstances adversely affecting personal property. During the implementation of the personal property program and accountability system, issues may arise that require review by a Board of Survey. Contact the GSA NUO in OAS to begin establishment of a Board of Survey inquiry. Contact the NUO for access to the Board of Survey SOPs or visit [SOPs for Board of Survey](#).

6. Disposal procedures for excess personal property. Personal property that is no longer required by an organization must be reported in AAMS for internal screening to ensure the highest level of utilization of the item within the agency. AAMS is a component within GSAXcess® used to allow for internal screening. In the event the material is not reutilized within GSA, the material will be available for Federal screening via GSAXcess®. Data will automatically transfer from AAMS into GSAXcess® upon completion of a set number of days for internal screening. Before disposal or transfer of mobile computing devices (e.g., laptop computers, USB drives, tablets, or cell phones), the media must be sanitized in accordance with NIST SP 800-88, "Guidelines for Media Sanitization." Property entering the disposal process shall be processed in accordance with the [SOPs for Disposal](#). Contact the NUO for access.

a. Custody and accountability. The activity reporting excess personal property maintains custody, safekeeping, and accountability of the property until the disposal action is complete.

b. Withdrawals of property from the disposal process. Personal property may be withdrawn from the disposal process with the approval of the appropriate zonal FAS personal property management office. Federal need for excess property has first



priority if the need is made known to the holding or selling activity before the actual sale or removal of the property from Government control. (41 CFR 102-38.65)

c. Cost of care and handling. The holding organization bears the cost of care and handling of its excess personal property until disposal. (41 CFR 102-36.245)

d. Direct transfer of excess personal property to another agency. Direct transfer of GSA personal property to another agency is documented on a Standard Form (SF) 122, Transfer Order - Excess Personal Property. Items being directly transferred to GSA from another agency must be documented on an SF 122 or other agency transfer order form approved by the zonal FAS Area Property Officer. The documentation is signed by the designated agency official or NUO. (41 CFR 102-36.125 and 102-36.145). Note that prior approval by GSA FAS is required for assets exceeding the thresholds listed in 41 CFR 102-36.

e. Authorization to donate personal property. Personal property can be donated after the FAS Office of Personal Property Management declares it surplus at the close of business, of the surplus office on the surplus release date shown on the report of excess. An SF 123, Transfer Order - Surplus Personal Property, is processed by FAS to transfer the item as surplus to agencies or organizations eligible to receive donations. All donation allocations are made by the FAS Allocating Official. (41 CFR 102-37) Note that property being donated through CFL can be donated prior to Federal excess screening.

f. Authorization to dispose of personal property by sale. Surplus personal property is available for sale or other disposal action after the 21-calendar-day donation screening period. The sales period begins the day after the surplus release date shown on the report of excess. If no agencies require the item, the zonal FAS Contracting Sales Officer may conduct the sale of the item. Only a designated Sales Center (SC), or an agency that has received a waiver from the eFAS Planning Office, can conduct sales of GSA personal property. (41 CFR 102-38.40)

g. Notice of disposition. The zonal FAS Personal Property Management Office advises the reporting activity of the date and required disposal action and also advises the reporting activity of the amount obtained for items sold under Exchange/Sale regulations (41 CFR 102-39) on GSA Form 27, Notice of Award (Sale of Government Owned Personal Property).

h. Abandonment or destruction (A&D) of personal property. Personal property may be abandoned or destroyed only when approved by the NUO or designee under procedures in 41 CFR 102-36.305 through 41 CFR 102-36.330. Abandonment or destruction of assets is authorized for items not meeting the definition of accountable item or sensitive item (such as items of supply and consumables). All abandonment and destructions must be routed through the NUO or designee for written certification to proceed. See the [Abandonment and Destruction \(A&D\) SOPs](#).

i. Exchange/sale of personal property. Under the exchange/sale authority, most Federal Supply Classification group items may be exchanged (traded-in) to a manufacturer with the exchange allowance applied to the acquisition of a new replacement item or sold with sale proceeds used to purchase a replacement item. Items may also be transferred with reimbursement to another Federal agency; however, the Federal agency must reimburse GSA in an amount not to exceed the fair market value as if the property were sold on a competitive bid basis, or the dollar value offered on a trade-in basis. Also, negotiated sales at fixed prices can occur under this authority. Only a designated Sales Center (SC), or an agency that has received a waiver from the eFAS Planning Office can conduct sales of GSA property. All allocations and sales are made by the FAS Zonal Personal Property Management Officer. Reports (information required is described in FMR Bulletin B-27) of all exchange/sale transfers during the previous fiscal year shall be provided to the NUO for annual GSA-wide reporting purposes. (See 41 CFR 102-39). Contact NUO for OAS SOPs on Exchange/Sale or visit [SOPs for Exchange/Sale](#).

Note: Organizations using the exchange/sale authority, including but not limited to FAS Fleet and GSA IT, are required to coordinate reporting with the NUO.

j. Transfer of specialized equipment used by GSA employees with disabilities. Specialized equipment used by a GSA employee with disabilities is eligible to be transferred with that transferring employee to another agency provided that GSA no longer has a requirement for the property in support of its mission. Specialized furniture and/or equipment includes ergonomic chairs, orthopedic supports, modified workstations, audio amplifiers, and items of a similar nature procured or acquired in direct support of Federal employees with disabilities. Contact the Office of Human Resources Management for reasonable accommodation coordination and the NUO to ensure documentation is correct and that accountability is addressed in the inventory system.

k. Computers for Learning (CFL) program under the authority of Executive Order 12999. After required internal screening of computer equipment, E.O. 12999 directs all Federal agencies, to the extent permitted by law, to give preference to schools and educational nonprofit organizations including community-based educational organizations, in the transfer, through gift or donation of educationally useful Federal computer equipment. Use of this program must be in accordance with the SOPs provided in Mandatory Procedure for Transferring Equipment Using the CFL Program. Contact NUO or visit [Mandatory Procedure for Transferring Equipment Using the CFL Program](#). (41 CFR 102-36.475).

l. Disposal of electronic equipment. GSA shall employ environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products. All disposal of excess IT property shall be in accordance with [FMR BULLETIN B-34 Disposal of Federal Electronic Assets](#) and the SOP for [Disposal](#).

## 7. Monitoring program performance.

a. Control of property. Control of property includes those actions necessary to maintain physical oversight and surveillance of the property throughout its lifecycle. This requirement takes into consideration the environment in which the property is located, and its vulnerability to theft, waste, fraud, and abuse.

b. Types of control. Types of control include, but are not limited to:

- (1) Procedures for ensuring that the property is secure when unattended; and
- (2) Official inventory listings.

c. Establishing controls. Internal control measures will be implemented based on data compiled by OAS Workplace Services and performance reported to the NUO on an annual basis at the end of each calendar year. Data will be obtained from annual physical inventories of accountable property. Inventory performance data shall be maintained separately on both accountable property and capitalized property. Accountable property that is also capitalized shall be maintained on both listings. Reports are due to the NUO at the time property is acquired and when property is disposed.

8. Required annual reports. All required reports will be coordinated by the NUO for the GSA response. Offices should contact the NUO for detailed instructions. See [GSA InSite Internal Personal Property Program](#) for contact information.

a. Annual exchange/sale report. Reports of property exchanged or sold for replacement purposes under the provisions of 41 CFR 102-39 are to be submitted to the NUO annually within 90 days after the end of the fiscal year. (41 CFR 102-39.85)

b. Non-Federal recipients report. Reports of personal property furnished to non-Federal recipients under the provisions of 41 CFR 102-36.300 are to be submitted to the NUO annually within 90 days after the end of the fiscal year. (41 CFR 102-36.300)

c. Annual reporting of foreign gifts received. Reports of foreign gifts received during the previous calendar year are to be submitted annually to the NUO. GSA Order, [OAS 7880.1B Acceptance of Gifts and Decorations from Foreign Governments and the Giving of Gifts to Foreign Individuals by GSA Employees](#), provides complete procedures for handling such transactions.

d. Annual reporting of gifts given to foreign individuals. Reports of gifts given to foreign individuals are to be submitted annually at the end of the fiscal year to the NUO. GSA Order, ADM 7880.1B, provides complete procedures for handling such transactions.

## **Appendix A. National List of Pilferables and Sensitive Items**

1. Laptop computers
2. Mobile devices, such as iPads and other tablets
3. Cellular, satellite, and other portable telecommunications devices
4. Digital and analog cameras
5. Postage meters and stamps
6. Audio/Visual equipment such as video recorders, video cameras, and flat screen televisions
7. Items requiring special utilization, donation, and/or disposal due to security, mobility or special handling requirements at the time of disposal due to their designation as e-waste, or hazardous material content, such as computers, electronics, refrigerators, and microwaves.

Changes to this list can be made by making recommendations via email to [gsapersonalproperty@gsa.gov](mailto:gsapersonalproperty@gsa.gov).

## Appendix B. Authorities

a. The Chief Financial Officers Act of 1990 (P.L. 101-576) requires that property management systems be approved by the agency CFO and that agencies provide audited statements reflecting financial results and program performance for all appropriations and any revolving/trust funds. (P.L. 101-576, §902(a)(5)(E)(6))

b. The Federal Managers' Financial Integrity Act of 1982 (P.L. 97-255) establishes specific requirements with regard to management controls. This Act requires that assets be safeguarded against waste, loss, unauthorized use, or misappropriation. (P.L. 97-255, §2(d)(1)(A)(ii))

c. FMR 102-39 - Replacement of Personal Property Pursuant to the Exchange/Sale Authority. Under the exchange/sale authority, most Federal Supply Classification group items may be exchanged (traded-in) to a manufacturer with the exchange allowance applied to the acquisition of a new replacement item or sold with sale proceeds used to purchase a replacement item.

d. 40 USC 503 Exchange or sale of similar items. In acquiring personal property, an executive agency may exchange or sell similar items and may apply the exchange allowance or proceeds of sale in whole or in part payment for the property acquired.

e. 40 USC 524. This statute 40 requires that GSA: (1) maintain adequate inventory controls and accountability systems for property under its control; (2) continuously survey property to identify excess property; (3) promptly report excess property; (4) perform care and handling of excess property; and (5) promptly transfer or dispose of excess property.

f. 41 FMR Chapter 102, Subchapter B, provides guidance to Federal agencies in prescribing regulations, policies, procedures and delegations of authority pertaining to the management of personal property.

g. FAR , Part 8, Required Sources of Supplies and Services, contains acquisition policies and procedures for Government agencies.

h. OMB Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control, emphasizes the importance of having appropriate risk management processes and systems to identify challenges early, to bring them to the attention of agency leadership, and to develop solutions.

## Appendix C. Forms

a. This Order provides for the use of the following forms:

(1) GSA Form 27. Notice of Award for Sale of Government Owned Personal Property

(2) GSA Form 525, Property Transfer Authorization (07/1975)  
[https://app\\_gsagov\\_prod\\_rdcgwaajp7wr.s3.amazonaws.com/GSA525-75.pdf](https://app_gsagov_prod_rdcgwaajp7wr.s3.amazonaws.com/GSA525-75.pdf)

(3) GSA Form 526, Report Of Property For Survey (3/1990)  
[https://app\\_gsagov\\_prod\\_rdcgwaajp7wr.s3.amazonaws.com/GSA526-90.pdf](https://app_gsagov_prod_rdcgwaajp7wr.s3.amazonaws.com/GSA526-90.pdf)

(4) GSA Form 1655, Pre-Exit Clearance Checklist (6/2018)  
<https://www.gsa.gov/forms-library/employee-clearance-checklist>

(5) Standard Form 120, Report of Excess Personal Property (10/2016)  
[https://app\\_gsagov\\_prod\\_rdcgwaajp7wr.s3.amazonaws.com/SF120-16.pdf](https://app_gsagov_prod_rdcgwaajp7wr.s3.amazonaws.com/SF120-16.pdf)

(6) [Standard Form 122. Transfer Order Excess Personal Property](#)

(7) [Standard Form 123. Transfer Order Surplus Personal Property](#)

b. Forms and instructions are available electronically on the GSA website:  
[www.gsa.gov/forms](http://www.gsa.gov/forms)

## Appendix D. Definitions

a. Accountability. The ability to safeguard and manage for personal property by providing a complete audit trail for property transactions from acquisition to final disposal.

b. Accountable items. Accountable items include non-expendable personal property whose expected useful life is two years or longer and whose acquisition value or level of inherent risk in the item warrants tracking in a formal personal property accounting system. Accountable items are controlled by an identification system and supporting records from acquisition through disposal.

Financial accountability is matching assets to financial records. For GSA, these are capitalized items (see e. below), plus certain other items that, by their nature, are subject to theft, loss, conversion to personal use, or for some other reason must be subject to more stringent controls.

c. AAMS. AAMS is a module of GSA's' online screening system GSAXcess®, [www.gsaxcess.gov](http://www.gsaxcess.gov). Developed by FAS, it provides internal agency screening and redistribution of personal property as needed to authorized agency users.

d. Board of Survey. A committee or panel, appointed by the Chief Administrative Services Officer typically consisting of one, three, or five members depending on the subject matter, who are charged with the responsibility for:

- (1) Reviewing or investigating reported loss or damage of personal property;
- (2) Recommending the fixing of financial liability for such loss; and

(3) Recommending the actions regarding removal of items from the official property records. An individual survey officer may be appointed in lieu of a board when the value of the property does not justify a full board. See [Draft SOPs for Board of Survey](#), for specific guidance.

e. Capitalized items. Individual items of personal property with an OAC of \$10,000 or more, and with an estimated service life of two years or more. Expenditures that are capitalized are recognized as an asset on the accounting records. The capitalized items depreciate over their useful life. Depreciation rates and threshold levels of capitalization are established and maintained by OCFO.

f. Consumables. Consumables are products that GSA staff use recurrently and are discarded after such use. For example, consumable office supplies are such products as paper, pens, file folders, and toner or ink cartridges. These items are not

accountable; however, OAS must maintain reasonable control over the acquisition, use, and disposal of these items.

g. Control. The ongoing function of maintaining physical oversight and surveillance of personal property throughout its complete lifecycle using various property management tools and techniques while considering the environment in which the property is located and its vulnerability to theft, waste, fraud, or abuse.

h. Exchange/sale of personal property. Exchange/sale authority is used to replace personal property with similar items. It provides for the trade-in value or sales proceeds to offset the cost of the replacement item. All sales transactions must use an authorized sales center or the agency must have received a waiver from the eFAS Planning Office. (40 USC 503 & 41 CFR 102-39)

i. Excess personal property. Personal property that GSA organizations determine, after a thorough GSA-wide screening process, that there is no internal need. (41 CFR 102-36.40)

j. Federal Supply Classification (FSC). The FSC is a number distinguishing classes of items or property within a larger group classification. This information is needed at time of disposal.

k. Furnishings. Furnishings include items such as carpeting, rugs, floor coverings, draperies, table lamps, mirrors and movable partitions. Furnishings are not capitalized. Furnishings are expensed when acquired.

l. GSAXcess®. GSA's interagency online system for reporting Federal excess property (<http://gsaxcess.gov>). Developed by FAS, it is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program. This site is not intended for the general public. GSA employees may request access from the NUO. Visit [GSA InSite Internal Personal Property Program](#) for contact information.

m. Highly pilferable and/or sensitive items. The NUO maintains a current agency-wide list of property that, by its nature, is subject to theft, loss, or conversion to personal use, and must be subject to more stringent controls than other personal property.

(For a national list of pilferable and sensitive items, see Appendix A).

n. Internal control. Internal controls are the key indicators or procedures used to ensure that programs are operating as planned. Such indicators provide feedback on the status of operations and are the methods by which GSA governs its activities in order to accomplish its goals and missions.



o. Physical inventory. The process of documenting the existence, location, and quantity of internal personal property items and identifying previously unknown accountable property.

p. Original Acquisition Cost (OAC). The OAC is the cost to the Government of an item of personal property as it is recorded in GSA's financial and accounting records. Purchase order information must be maintained in the property records throughout the entire property lifecycle. All material transfers require documentation of the original acquisition cost.

q. Surplus personal property. Surplus personal property is personal property that GSA (through FAS), determines is not required to meet the needs or responsibilities of all Federal agencies. (41 CFR 102-36.40)