



College of Agricultural Sciences – FEPP Program

Room 138 Strand Agricultural Hall

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FEPP Disposal Instructions

If you no longer have use for Federal Excess Personnel Property (FEPP), please follow these instructions for disposal:

01. To initiate disposal complete and return a disposal form.
 - Vehicles or Machinery complete and return a *Supplemental Vehicle Information Form*.
 - Other Property complete and return a *non-vehicle disposal request form*.Both forms are located at: http://agsci.oregonstate.edu/fepp_prop/forms
02. Send current digital pictures of the property with your disposal form. Include front, rear, both sides, interior, & any specific damage.
03. An SF-120 *Report of Excess Personal Property* will be sent to you for your records and confirming that the property is now available on GSA's website (GSAXcess) for potential transfer to other organizations.
04. If the property is acquired for transfer by another organization, you will be contacted to set a transfer date. **At transfer or before shipment the transferor must provide a signed and dated *Transfer Order* and ID verifying they are the intended transferor. Please sign and date the *Transfer Order* as a witness and return a copy to the OSU FEPP office.**
05. If the property is not transferred to another organization within the twenty-four day GSAXcess screening period it will be sold to the public through GSA Auctions. GSA will send you an *Invitation for Bid* showing when the sale starts and closes. Please forward all communication from GSA to the OSU FEPP office. Once the sale has closed GSA will e-mail you a copy of the *Purchaser's Receipt* and *Authority to Release Property*.
06. The buyer has 15 days to contact you and remove the item. They will make the arrangements and coordinate the transfer. **At transfer or before shipment the buyer must provide a signed and dated copy of the *Purchaser's Receipt* and ID verifying they are the purchaser. Please sign and date the *Transfer Order* as a witness and return a copy to the OSU FEPP office.**

If someone other than the purchaser is removing the item(s), please be sure you have written authorization from the purchaser to release the property.

Note: When a vehicle is paid for, GSA generates the SF97, US Government *Certificate to Obtain Title*, and mails it directly to the purchaser OSU has no other obligation after the property exchange.

PLEASE REMEMBER: Always remove any OSU property from vehicles before disposal as well as removing and destroying the license plates on the vehicle.