

# Federal Grant Permission to Surplus Form

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM:** PROPERTY CONTROL MANAGER

**SUBJECT:** \_\_\_\_\_

Under the guidelines issued by the Division of Administration, any request for disposal of equipment which has been purchased with federal funds must be supported by the requirements of the particular federal grant.

Since it has been requested to dispose of the above-referenced federally funded equipment, we are requesting that you complete one of the following statements and return this letter along with any appropriate documentation to the Property Control Office.

A. \_\_\_\_\_ This federal grant does not require federal permission to surplus equipment. Reimbursement to Federal Government (is, is not) required.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

B. \_\_\_\_\_ All federal guidelines have been followed and the required federal permission has been obtained (see attached) prior to this request for disposal of the subject property. Reimbursement to federal Government (is, is not) required.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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