



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

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

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.

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:

Item Name & Control #

Item Location:

Quantity:

Screening End Date:

JUSTIFICATION:

Donee County:

Veteran-Owned Small Business (VOSB) Additional Information Required

NAICS Code(s)

FSC Code(s) (if applicable)