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| **Surplus Property Division (SPD)****(202) 541-6017**202-541-6017 |
| REQUEST FOR STANDARD FORM (SF) - 122TRANSFER ORDER EXCESS PERSONAL PROPERTY **Scan/Email (latrina.gross@dc.gov) or FAX Transfer Order Request Forms to (202) 576-7111. All requests will be processed in 48 hours. Questions may be directed to Ms. Latrina Gross**  ***Incomplete Request Forms Will Not Be Processed*** |
| *Please type or print***FEDERAL AGENCY PROPERTY TRANSFERRED FROM***(name and address - including zip code)*GSA WAREHOUSE6808 LOISDALE ROADFRANCONIA, VIRGINIA 22152               **DESCRIBE/LIST PROPERTY NEEDED****TO BE OBTAINED***(attach separate sheet if necessary)*FURNITUREEQUIPMENTBOTH                     | **DISTRICT OF COLUMBIA AGENCY PROPERTY TRANSFERRED TO** *(name, address and zip code of destination)*               **ACTIVITY ADDRESS CODE 993⬜⬜⬜***(To be completed by PPD)***POINT OF CONTACT** NAME:  *(person transporting property)* TELEPHONE:   FAX NUMBER:   |
| Please indicate the date and time the SF-122 will be needed. ***Allow 48 hours for processing the SF-122, which will be faxed to you.*** Transfer order numbers, if not used, **expire in 7 business** **days** from the date issued, and must be marked EXPIRED and returned to PPD via fax before another is issued. **PLEASE FAX A COPY OF THE APPROVED SF 122 & PROPERTY INVENTORY TO SPD WITHIN 48 HOURS. FAILURE TO DO SO WILL RESULT IN RESTRICTION OF YOUR AGENCY’S FUTURE REQUESTS.** DESIGNATED APO AUTHORIZATION ONLY |
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|  NAME: TITLE:  *Type/Print* *Type/Print* SIGNATURE: DATE:        *Accountable Property Officer* |

REQ SF-122 (**(Rev 11/23/10)**