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| **Surplus Property Division (SPD)**  **(202) 541-6017**  202-541-6017 | |
| REQUEST FOR STANDARD FORM (SF) - 122  TRANSFER 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 WAREHOUSE  6808 LOISDALE ROAD  FRANCONIA, VIRGINIA 22152        **DESCRIBE/LIST PROPERTY NEEDED**  **TO BE OBTAINED**  *(attach separate sheet if necessary)*  FURNITURE  EQUIPMENT  BOTH | **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 | |
|  | |
| NAME: TITLE:  *Type/Print* *Type/Print*    SIGNATURE: DATE:  *Accountable Property Officer* | |

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