

**NEVADA STATE AGENCY FOR SURPLUS PROPERTY  
(NVSASP)  
POLICIES AND PROCEDURES**

**FREEZING PROPERTY**

Maximum of 20 line item requests per week per donee. (No exceptions)

All paperwork by donee must be received by NVSASP the week prior to the screening end date of property. (Up to 5 of the 20 line items exception per week)

Under GSA regulations, participating agencies are subject to verification of property at the request of the NVSASP (No exceptions)

SBA participants are subject to verification of property requested by SBA. The NVSASP may contact SBA for verification of property requested by a donee. [13 CFR 124.405(d) (3)]

**FEES AND BILLING**

A \$25.00 fee per frozen line item will be assessed to cover administrative costs. No fees charged after property pick up. (No exceptions)

Billing will occur on a monthly basis. Donee will have 30 days to pay with a 5 day grace period. (No exceptions)

Delinquent accounts may be subject to cessation of NVSASP activities until account is paid.

**RECEIPT OF PROPERTY BY DONEE**

Letter of Authorization forms must be sent to DRMO's and Civilian Agencies by the NVSASP. Donees are not to sign or send the Letter of Authorization forms. (No exceptions) [DRMS-I 4160.14 C5.5.2.6.2.2]

DRMO property must be picked up within 21 days of receiving completed Transfer Order form

Civilian Agency property must be picked up within 21 days of receiving completed Transfer Order form

NVSASP reserves the right to return property to DRMO's and Civilian Agencies if the property has not been picked up within the allotted days above. (Exception by request)

By signing below, I have read, understand and agree to the requirements of the NVSASP program.

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Participating Agency/Business Signature

Date

(Revised 10/1/08)