

Requesting Property in GSAXcess®

By submitting a personal property request to the SASP, the donee agrees to the terms and conditions set forth below.

- has screened and fully researched the condition and transportation and/or shipping fees to take receipt of the donated property.
- prepared to receive the donated property ***“as is, where is”*** basis, without warranty of any kind. The SASP does not refund service fees or transportation cost.
- will hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.
- has read the **Do You Know Flyer** and understands and will comply with the terms and agreements.
- agrees sufficient funds are available to pay the shipping and/or transportation and minimal service charges associated with requesting the asset(s).

Go to GSAXcess.gov and screen and locate assets that would benefit the agency/business mission.

Email the justification for the property to SASPTEAM@dms.fl.gov.

Include the following information in the subject line:

- asset number,
- screening ending date, and
- state (where the asset is located).

Include the following in the body of the email:

- quantity being requested.
- complete donee contact information (email signature is acceptable)
- GSAXcess Property Data Sheet (print screen or attach as a .pdf)

NOTE: Federal Surplus Firearms may only be donated to law enforcement entities whose primary mission is law enforcement and have arrestable powers.