

**Florida's State Agency for Surplus Property (SASP)**  
**SF-97 REQUEST FORM**

**REQUIRMENTS TO REQUEST A SF-97:**

1. Donee emails the following to the Florida SASP Team at [SASPAccountsreceivable@dms.fl.gov](mailto:SASPAccountsreceivable@dms.fl.gov)
  - a) Completed SF-97 Request in Word Format.
  - b) Photo or scan of front and back of the cancelled check **or** proof of processed payment via Automated Clearing House (ACH).
  - c) Photo of the vehicle and data plate.
  - d) The SASP Team will forward the completed SF-97 Request Form to the appropriate agency for processing.
  - e) The SASP will mail the SF-97 via USPS Mail, to the donee.

**IMPORTANT:**

**Do not leave off any numbers, letters, dashes from the VIN #. The HSMV will not process the title unless there is a 100% match.** If vehicle information is not applicable use N/A.

- Incomplete SF-97 Request Forms will be returned.
- GSA will **ONLY** issue SF 97s within 365 days from the date of transfer.
- SF 97 must be typed or written clearly - illegible submissions will **NOT** be accepted.
  - Purchase Price is Federal Donation
  - The Transferor is the Location of Property (found on the SF-123).
  - The Transferee is the donee company information.
  - The Mail To is the Department of Management Services (DMS).
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SF-97s are considered controlled documents and will only be sent to the Florida SASP.

**REVISIONS:**

If a revised SF 97 Request is required, the original must be sent back to the SASP and then the originator. If the donee requests expedited mail service, they will have to provide the appropriate label along with the documents to be corrected.