

Personal Property Federal Training in Puerto Rico

Dear Property Custodians and Managers,

My name is Tommy Tran and I am the Supervisory Property Disposal Specialist for NY/NJ/VI and Puerto Rico. The purpose of this email is to notify you about an informative training event taking place on June 5th, 2014. The objective of this training is to educate property custodians and managers of the proper methods for disposing of federal property.

According to the Federal Management Regulations, all executive federal agencies are required to report their excess personal property (items no longer required for that agency's needs) to the General Services Administration. Often time, property managers are faced with the complex issue of disposing of excess property. This may be, in part, due to an agency downsizing, relocating, or having obsolete equipment in their offices. Nonetheless, before you dispose of federal property, you must understand the requirements that are in place. GSA can assist with this process and will be able to provide "green" solutions for your agency.

The General Services Administration (GSA) property program is proud to be able to assist federal agencies in their mission. We have helped federal agencies save **millions** while maximizing on tax dollars. Come to this training and learn how your agency can benefit from our services!

If you are interested, please click on the link below and register to attend the FREE training. Thank you and have a great day!

Date: Thursday (June 5th, 2014)

Time: 9:00am-12:00pm

Type of Training: Basics of Property Disposal

Location: 150 Carlos Chardon Avenue ROOM 733, 7TH FL , HATO REY PR 00918

Register link: <http://www.gsa.gov/portal/content/122460>

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