

United States General Services Administration  
San Antonio Federal Building

# Property Management Seminar

## PROPERTY CUSTODIAN 101

FREE—FREE—FREE—FREE—FREE—FREE—FREE—FREE

**WHEN:** WEDNESDAY, MAY 21, 2008 (8:30 AM – 4:00 PM)

**HURRY!! -- CLASS SIZE LIMITED**

**WHERE:** SAN ANTONIO FEDERAL BLDG  
727 E. Durango St., Room B406 (4<sup>th</sup> Floor Conference Room)  
SAN ANTONIO, TX 78206

JAIME HERNANDEZ  
San Antonio GSA AREA PROPERTY OFFICER

□ GSA Xcess® Property Disposal Solutions - A website designed for the Disposal of excess property. Learn how to report property and acquire or dispose of property no longer needed.

□ GSA Auctions® – A Website designed to provide agencies an avenue for the selling of excess property.

□ Computers for Learning - How agencies can transfer excess computer equipment directly to schools and the other services provided by GSA's Property Management Division.

□ Other topics: What GSA Does for You in Property Disposal. FMR Guidelines. The Responsibilities of Property Custodians. The Steps in Reporting Your Property. Legal Issues.



## GSA GO-GREEN

**KAREN BEYER**

San Antonio, GSA Customer Service Director

□ Green Procurement: Want to improve the environment?? Then learn about GSA's "Green" initiatives to include: product recyclables, building, vehicles and what you can do to conserve. Discover: there is an executive order to be "Green", understand how GSA assists you in being "Green".

□ Green Procurement using GSA Advantage®! and Global Supply— Discover the GSA's "green" procurement to include explaining the executive order to be "Green"; understanding how GSA assists you in being "Green"; and learning how easy it is to buy "Green" using GSA Advantage! ® and Global supply.

**JOANN DE JESUS**

Ft. Worth, GSA Regional Account Manager

REGISTRATION FORM  
*Property Custodian 101*

“FREE” SEMINAR

NO COST!!—(*Except your travel & per diem*)



Wednesday, MAY 21, 2008  
8:30am to 4:00 pm

***SAN ANTONIO FEDERAL BLDG***

727 E. Durango Street Rm B406 (4th Floor Conf Room)  
San Antonio, TX 78206

NAME \_\_\_\_\_  
AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NO \_\_\_\_\_  
FAX NO \_\_\_\_\_  
E-MAIL \_\_\_\_\_

To REGISTER: Complete the above registration information and respond no later than WEDNESDAY May, 14, 2008, via email to [Jaime.Hernandez@GSA.GOV](mailto:Jaime.Hernandez@GSA.GOV). Or FAX your registration to (210) 509-0918. For more information, please contact

*Jaime Hernandez, GSA Area Property Officer*  
*(210) 509-3407*

*We appreciate your business and look forward to seeing you at the seminar.*