



***Special “Free” Training from GSA . . .***

## **Reporting Property to GSA**

### **How to Report Excess/Surplus Property for Disposal**

10 A.M. to 12:30 P.M.

Date: Thursday 3/10/11

*This special training is for Property Custodians in federal agencies who report property to GSA on a regular basis. The training outlines key points of reporting unneeded property to GSA on GSAXcess, including the details of reporting special items like vehicles, heavy equipment, generators, boats, miscellaneous property, and others, as well as provides insights into describing items effectively by understanding reporting “language” like condition codes, property “types,” supply classes, APDE, and others.*

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**U.S. Courthouse & Federal Building  
Jury Assembly Room #750 – Seventh Floor  
228 Walnut Street  
Harrisburg, PA 17108**

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**For Registration . . . contact (by e-mail only)**

**Bob Kitsock, GSA/Area Property Officer at [bob.kitsock@gsa.gov](mailto:bob.kitsock@gsa.gov) or  
Steve Olds, GSA/Area Property Officer at [stephen.olds@gsa.gov](mailto:stephen.olds@gsa.gov)**