



AGENCY REIMBURSEMENT

OFFICE OF PERSONAL PROPERTY MANAGEMENT

Congratulations on selling your property with GSA! Here are some recommendations for how you can receive reimbursement and use those dollars to support your mission.

Your Agency May Receive Reimbursement for Its Property

If the type of property you report is reimbursable per [Federal Management Regulation \(FMR\), §102-38.295](#), you may receive reimbursement. Don't forget that if you want reimbursement, you must select the correct reimbursable type when you report your property to GSA.

- ✗ **No special requirements:** Often called "excess," this is the most-common property type. Excess property is offered for no-cost transfers and donations to eligible recipients. If excess property is eventually sold, the sales proceeds are returned to the U.S. Treasury.
- ✓ **Surplus Sale Proceeds Retention authority:** This authority allows federal agencies to be reimbursed for certain costs associated with preparing an item for sale (e.g., shipment to a sales center, storage pending sale, and inspection by prospective buyers). See [FMR §102-38.295 - 102-38.300](#).
- ✓ **Exchange/Sale authority:** This authority allows agencies to exchange or sell an item and use the proceeds to get a replacement. There are specific requirements when using the Exchange/Sale authority. For more information, see [FMR §102-39](#).
- ✓ **Property was purchased with working capital or revolving funds:** Working capital fund property is offered for transfer without reimbursement but is generally reimbursable when sold.
- ✓ **Reported by a wholly owned or mixed-ownership government corporation:** Wholly owned, mixed-ownership, or private government corporations, such as Amtrak or the U.S. Postal Service, can receive reimbursement.
- ✓ **Special legislative authority:** The property was acquired with appropriated funds, but reimbursement is specifically required or authorized by law. To learn more about special legislative authorities, please contact your [National Utilization Officer \(NUO\)](#).

For more information on these and other reimbursable property types (such as abandoned, seized, or forfeited property), see [FMR §102-38.295](#).



Required Financial Information

To ensure timely and hassle-free reimbursement, please provide the following:

- ❖ **Agency Location Code (ALC):** An ALC is an eight-digit identifier that acts as your payment's routing number and is required for reimbursement.
- ❖ **Treasury Accounting Symbol (TAS) aka Appropriation Fund Symbol (AFS):** A TAS provides critical information about each transaction that you report, such as the agency identifier, fiscal year, main account number, subaccount number, etc. For more information or to request your TAS, find your agency point of contact at <https://fiscal.treasury.gov/gtas/contact-list-for-agencies.html>.
- ❖ **Fiscal Station Number (FSN):** Used by military branches only, this six-character figure determines which office is handling the funds. There is no dedicated field for the FSN, so you should add this number in the TAS/AFS field (for example, TAS/AFS field: TAS#/FSN#).

Frequently Asked Questions

Is there a fee for selling through GSA?

Your reimbursement will depend on the sale value of your property. The higher the sale price of your property, the lower the percentage-based fee GSA charges is. GSA's minimum sales fee is \$500 (a flat fee of \$550 is charged for vehicles). If the property sells for less than the fee amount, your agency will not receive reimbursement.

How long does it usually take for the funds to arrive?

It depends on the information you provide! The most-important things you can provide are an accurate ALC and TAS. Agencies typically receive reimbursement within 45 days from the time the property is reported if all the information is correct.

Whom can I contact for the status of my funds?

If you have any questions on the status of your reimbursement, please contact the zonal Sales Contracting Officer (SCO) who coordinated your sale, as listed on the purchaser's receipt. If you do not know who your SCO is, contact your zonal [Sales Office](#).

Is there a limit on how long I have to spend the funds?

This can vary by reimbursement type, so don't let your funds slip away! For Exchange/Sale property, most agencies have the current fiscal year plus one additional fiscal year to use the proceeds from the date they are obtained. For other types of reimbursable property, general appropriations laws apply – meaning they must be used in the current fiscal year. Policies may also vary by agency, so check with your NUO, Office of General Counsel, or Office of Chief Financial Officer. If funds are not obligated before they expire, they must be deposited in the U.S. Treasury as miscellaneous receipts.

Can I request an extension if I can't spend the funds in time?

GSA does not have the authority to alter an agency's applicable fiscal law constraints and therefore cannot extend the availability of funds. GSA recommends that you consult your Office of Chief Financial Officer, Office of General Counsel, and/or the Office of Management and Budget, as necessary, on the use and availability of these funds.

For More Information

To learn more, contact your local [Sales Office](#) or check out our [Agency Reimbursement training](#).

For information about how you can maximize the proceeds of property that GSA sells on behalf of your agency, view or download our [Personal Property Management Reporting Property Checklist](#) and [GSA Personal Property Management Photo Guidance](#) flyers.