PPMS User ID Request Form

Name: _____ Email: _____
State: _____ Zip Code: _____ Phone Number: _____ Ext: _____
Activity Address Code: _____

What do you need to do in the system? (Select all that apply)
        Report property for disposal
        Search currently screening property
        Select (request) property for my agency's use
        Allocate computer equipment on GSA-hosted Computers for Learning website
        Review auction listings for property that I'm a custodian for
        Approve other users' property requests
    Specialized Roles: (Select only one role, if applicable)
        National Utilization Officer
        State Agency for Surplus Property User (Optional: Add/Remove Donees)
        Public Airport User (FAA Only)
        FEPMIS User (Forest Service Only)
        Internal Screening (PPMS IS) User (DHS, VA, USDA, DOE, and DOI Only)
          Search   Select (Freeze)
    GSA Only Roles:
      Area Property Officer   Help Desk

Who will approve your property requests?
Approving Official Name: _____ Phone Number: _____
Title: _____ Email: _____

Approving Official or Supervisor Signature: _____

Notes:
- Your Activity Address Code (AAC or DODAAC) is **required**. If you do not know it, please ask your National Utilization Officer (NUO) or email ordermgmt@gsa.gov.
- If you only want to search, and have a .gov or .mil email address, you can self-register on PPMS. (You will still need your AAC to self-register).
- If you want to be your own approving official, you **must** attach a letter on official letterhead stating that you have the Agency's permission to select property and be your own approving official. The appropriate official as required by your agency policy (e.g., a supervisor, NUO, or Director) must sign the letter.

Once Completed:
- Federal users, return to your NUO.
- If you do not have an NUO, return to your GSA Area Property Officer.
- State Agency for Surplus Property (SASP) users, return to your SASP Contact.
- Foreign Gift users, return to ppms@gsa.gov.