

Federal Surplus Property

Section 9:4 Revised 01/01/2001

The State of North Carolina, Federal Property Agency operates a surplus property warehouse at 1950 Old Garner Road in Raleigh. Persons desiring to obtain federal surplus property should bring a Purchase Requisition to the Director of Purchasing showing a maximum approved dollar amount. (The only cost involved in acquisition of surplus property is a modest service charge.) The Director of Purchasing will provide a donor authorization letter which will allow the individual to pick up any items desired within the approved dollar amount. The individual should bring the transfer ticket for any goods acquired to the Purchasing Department on the following day. If no items were picked up, purchasing should also be notified promptly and the unexecuted Purchase Requisition will be returned to the department.

It should be noted federal surplus property carries certain conditions as to use and disposal. These conditions are usually spelled out in the transfer ticket which is signed when the items are picked up, or you may inquire at the Purchasing Department