

# Subpart 8.1 - Excess Personal Property

Parent topic: [Part 8 - Required Sources of Supplies and Services](#)

## 8.101 [Reserved]

## 8.102 Policy.

When practicable, agencies *shall* use *excess personal property* as the first source of supply for agency and cost-reimbursement contractor requirements. Agency personnel *shall* make positive efforts to satisfy agency requirements by obtaining and using *excess personal property* (including that suitable for adaptation or substitution) before initiating a contract action.

## 8.103 Information on available excess personal property.

Information regarding the availability of *excess personal property* can be obtained through—

(a) Reviewing and requesting available *excess personal property* in GSAXcess® (see <https://gsaxcess.gov>); and

(b) Personal contact with GSA or the activity holding the property.

## 8.104 Obtaining nonreportable property.

GSA will assist agencies in meeting their requirements for *supplies* of the types excepted from reporting as excess by the Federal Management Regulations (41 CFR 102-36.220). *Federal agencies* requiring such *supplies should* contact the appropriate GSA *Personal Property Management* office. Visit [www.gsa.gov/ppmo](http://www.gsa.gov/ppmo) for contact information.