

UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY
PURSUANT TO EXCHANGE/SALE AUTHORITY

1. **REASON FOR ISSUE.** This handbook sets forth Departmentwide procedures which implement and supplement materiel management policies and responsibilities.
2. **SUMMARY OF CONTENTS.** This handbook provides procedures pertaining to utilization and disposal of personal property pursuant to exchange/sale authority.
3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (90).
4. **RELATED DIRECTIVE.** VA Directive 7346, Utilization of Personal Property Pursuant To Exchange/Sale Authority.
5. **RESCISSION.** VA Manual MP-2, Subchapter H, Subpart 108-46.

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PART 1. AUTHORIZATION

1. 200-50 Exchange/Sale of Property

a. Purchase orders issued for the acquisition of personal property where a exchange/sale is involved will be documented to show:

(1) Item to be exchanged (traded-in) or sold, quantity, unit value, and total allowance.

(2) Net price, if any, to be paid.

(3) The number and date of the applicable request for collection, or other appropriate document.

(4) The administrative determination required by FPMR 101-46.200, signed by the contracting officer. NOTE: Not to be included on copies 1 and 2.

b. Supply Fund property utilized for exchange/sale will be credited to the perpetual inventory account by means of VA Form-140, Adjustment Voucher, annotated to include required determination and purchase or sales document to which the exchange/sale transaction applies.

Expendable property in the possession of using activities will be &anged by the unposted voucher method. A trade-in **or** exchange with vendors will be accomplished only by A&MM personnel.

d. Documents covering sales will be annotated to show that the proceeds are to be applied toward the purchase of replacement item(s) including replacement equipment acquired on a cost-per-test lease. Accounting for such proceeds shall be in accordance with General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures, Section 15.4. The administrative determination required by FPMR 101-46.200 will be shown on the Fiscal and A&MM Service copies.

PART 2. EXCHANGE AND SALE PROCEDURES

1. 302-50 Circulation of Excess Within VA. Property determined to be excess under exchange/sale authority may be offered for use by other VA facilities. Provisions of VA Handbook 7343, Part 4, Excess Property Procedures, should be followed.

2. 303-50 Reporting To GSA. Property to be sold will be reported to GSA by automated means via REPADE (Reporting Excess Property by Automated Data Entry) or on a SF-126, Report of Personal Property for Sale, as indicated in FPMR 101-45.303 and 101-45.4901-126. This property will be handled in the same manner as surplus property under FPMR, Part 101-45, but will be identified as replacement property subject to the same exemptions and exceptions on reporting as applicable to surplus personal property.

3. 304 Proceeds of Sale. Funds from the sale of personal property disposed of pursuant to exchange/sale authority will be processed in accordance with FPMR 101-46.304.

4. 305 Reports

a. The Annual Report of Property Disposed of Pursuant to Exchange/Sale Authority is currently a LOG transaction. Facility's transaction input data will be submitted to the Austin Automation Center (AAC), in accordance with MP-6, Part XIV, Supplement No. 6.2. At the end of each fiscal year, the AAC will furnish the DAS/OA&MM (90) a consolidated report.

b. The DAS/OA&MM (90) will submit the Department's consolidated report to GSA. Interagency Report Control Number 1528-GSA-AN has been assigned to this report.