

# Foreign Gift Delivery Checklist

Personal Property Warehouse Address:  
6808 Loisdale Road, Bldg. A, Suite 1, Springfield, Virginia 22150

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The following items must be completed prior to scheduling a foreign gift delivery to the GSA Property Warehouse.

- 1. All foreign gift items have been uploaded into the GSAXcess foreign gift module<sup>\*</sup>  
<https://gsaccess.gov/>
- 2. Pictures/Appraisals are uploaded for each foreign gift item into GSAXcess foreign gift module
- 3. Each foreign gift item has a tag with an item control number and the tag is attached to the item
- 4. Complete a SF- 120 form to report property:  
<https://www.gsa.gov/forms-library/report-excess-personal-property>
- 5. Item control numbers and item descriptions are listed on the SF- 120 for each foreign gift item reported
- 6. Forward completed documentation (SF-120 with item control numbers and item descriptions) to Marlo Williams at [marlo.williams@gsa.gov](mailto:marlo.williams@gsa.gov)
- 7. Schedule a foreign gift delivery to the GSA Property Warehouse with Marlo Williams at (202-680-3549)

**\*Attached below is the SF-120 form\***

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\* Specifically, 5 U.S.C. 7432 requires the Administrator of General Services, in consultation with the Secretary of State, to redefine every three years the definition for "minimal value" for a foreign gift, based on the changes in the consumer price index for the immediately preceding three years. The implementing regulation is 41 CFR 102-42, "Utilization, Donation, and Disposal of Foreign Gifts and Decorations." The current minimal value of \$415 was defined in [Federal Management Regulation \(FMR\) Bulletin B-50 \[PDF - 268 KB\]](#) Foreign Gift and Decoration Minimal Value, dated March 10, 2020.

<b>REPORT OF EXCESS PERSONAL PROPERTY</b>		1. REPORT NUMBER	2. DATE MAILED	3. TOTAL COST \$
4. TYPE OF REPORT <i>(Check one only of "a," "b," "c," or "d")</i>	a. ORIGINAL	c. PARTIAL	<i>(Also check "e" and/or "f" if appropriate)</i>	
	b. CORRECTED	d. TOTAL W/D		
5. TO <i>(Name and Address of Agency to which report is made)</i> THRU			6. APPROPRIATION, TREASURY ACCOUNTING SYMBOL (TAS) OR FUND TO BE REIMBURSED <i>(If any)</i>	
7. FROM <i>(Name and Address of Reporting Agency)</i>			8. REPORT APPROVED BY <i>(Name and Title)</i>	
9. FOR FURTHER INFORMATION CONTACT <i>(Title, Address, and Telephone Number)</i>			10. AGENCY APPROVAL <i>(If applicable)</i>	
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO <i>(Title, Address, and Telephone Number)</i>			12. GSA CONTROL NUMBER	
13. LOCATION OF PROPERTY <i>(If location is to be abandoned, give date)</i>		14. REIMBURSEMENT REQUIRED?		15. AGENCY CONTROL NUMBER
		YES      NO <input type="checkbox"/> <input type="checkbox"/>		16. SURPLUS RELEASE DATE

<i>EXCESS PROPERTY LIST</i>		ITEM NUMBER (c)	COND (d)	UNIT (e)	NUMBER OF UNITS (f)	ACQUISITION COST		FAIR VALUE % (i)
FSC GROUP (a)	DESCRIPTION (b)					PER UNIT (g)	TOTAL (h)	