



U.S. General Services Administration

# Computers for Learning Overview

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**Area Property Officer (APO)**

**Personal Property Management (PPM)**

**General Services Administration**



U.S. General Services Administration

# Computers for Learning Program

Enhanced Educational Opportunities



An American flag is visible in the top left corner of the slide, with its stars and stripes partially shown. The rest of the top of the slide is a solid dark red color.

**An estimated 50 million tons of e-waste is produced each year. The USA discards 30 million computers each year.**

- CPUs
- Monitors
- Keyboards
- Mouse
- Laptops
- Docking Stations
- Handheld computers
- Printers
- Scanners
- Servers
- Routers
- Switches
- External Drives
- Modems

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## Executive Order 13423

### ➤ Strengthening Federal Environmental, Energy, and Transportation Management

- Section 2. *Goals for Agencies.*

(h) (iv) – Uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life.

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## CFL Objectives

- Understand the value of the Computers for Learning Program to the environment
- Understand the value of the Computers for Learning Program to children throughout the nation.
- Understand the value of the Computers for Learning Program to Federal agencies.

**Reuse is Recycling...**

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Presidential Executive Order 12999

- Educational Technology: Ensuring Opportunity for all Children in the Next Century
- “Educationally useful Federal equipment is a vital national resource...is a valuable tool for computer education. ...to the extent possible...protect and safeguard such equipment, particularly when declared excess or surplus, so that it may be ... transferred, if appropriate, pursuant to this order.”



## **Executive Order 12999 cont.**

### **➤ Title:**

- Educational Technology: Ensuring Opportunity for All Children in the Next Century -- 1996

### **➤ Purpose:**

- “to ensure that American children have the skills they need to succeed in the information- intensive 21st century”

### **➤ Guidance to Federal agencies:**

- “To the extent permitted by law, all agencies shall give highest preference to schools and nonprofit organizations... in the transfer, through gift or donation, of educationally useful Federal equipment.”



## Two Donation Options...

➤ **15 USC 3710 (i)**

- Authorizes direct transfers - “Title of ownership shall transfer with a gift under this section.”

- **Computers for Learning Program**

➤ **Title 40 USC 549**

- Authorizes transfers approved by GSA to a State Agency for Surplus Property (SASP) for subsequent donation to a school or non profit education

- **Donation Program**

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## EO 12999 Transfer Priorities

- “...all agencies shall give highest preference to schools and Educational nonprofit organizations...in the transfer, through gift or donation, of educationally useful Federal equipment.”
- “...preference to schools and Educational nonprofit organizations located in the Federal enterprise communities and empowerment zones...”

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## Definitions

- **“Schools”**...individual public or private education institutions encompassing pre-K through 12th grade, as well as public school districts.
- **“Educationally useful Federal equipment”**...computers and related peripheral tools ... including telecommunications and research equipment...for use in **prekindergarten, elementary, middle, or secondary school education.**

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## Agency's Role...

### ➤ **First Priority - Protect Information**

- Some agencies physically destroy hard drives to secure them
- Others have hard drives wiped clean
- Always remove all external storage media
- Certify that all sensitive and PII information has been removed prior to reporting as excess



## **Agency's Role cont.**

### **➤ Five basic steps for disposal of computer equipment**

- 1) Internal Reuse
- 2) Stevenson-Wydler Act
- 3) Computers for Learning
- 4) Report to GSA for Normal Disposal Process
  - Includes Utilization, Donation and Sales
- 5) Abandonment/Destruction – Recycle
  - Unicor
  - GSA Environmental Services Schedule 899



## **GSA's Role.....**

### **➤ Facilitate transfers**

- Maintain CFL website and GSAXcess® module to support these agency transfers

### **➤ Promote availability of these e-tools**

- <http://ComputersForLearning.gov> (Schools)
- <http://GSAXcess.gov> (Agency)

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## **School's Role.....**

- Register and request computers on the CFL website
- Does not pay for computers and other equipment
- Must pay for packing, handling, and transportation fees
- Take ownership upon receipt



## Separate Systems Interface

- **Agency - [GSAXcess.gov](http://GSAXcess.gov) (CFL Functions Menu)**

  - All agency actions completed within GSAXcess®
    - Report available items
    - View school requests
    - Allocate / Transfer computer equipment
  - System generated emails and transfer documents

- **School - [ComputersforLearning.gov](http://ComputersforLearning.gov)**

  - Screens available inventory on CFL website
  - Selects items desired for transfer and proceeds through checkout
  - Signs transfer certifying acceptance of donation



# The Process

## ➤ School

- registers on computersforlearning.gov website
- screens computers in GSAXcess®
- selects computers desired for transfer using a virtual shopping cart and proceeds through checkout

## ➤ System

- notifies the agency of school selections

## ➤ Agency

- allocates the computer equipment to a school

## ➤ System

- Sends allocation email to school with copy of transfer order attached



## The Process cont.

### ➤ School

- signs transfer order
- faxes transfer order to holding agency

### ➤ Agency

- signs transfer order and faxes transfer order back to school
- completes transfer in system

### ➤ School

- Presents signed order to agency at time of pickup up by school or the school's transportation agent

U.S. General Services Administration

About the Program

Federal Property Managers

School Educational/Nonprofits

Success Stories

## About The Program

- [Executive Order 12999](#)
- [Program Description](#)
- [Eligibility](#)
- [References](#)
- [Frequently Asked Questions](#)

Click 'Sign in' Button to Sign in  
**Welcome to the CFL Website**

In order to encourage and promote the reuse of computers, GSA is proud to sponsor the Computers for Learning (CFL) website.

The CFL program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and educational nonprofit organizations. The CFL website allows eligible recipients to view and select the computer equipment that federal agencies have reported as excess (via [GSAXcess®](#)).



Direct transfers are authorized by law through 15 USC 3710(i), commonly known as the Stevenson-Wydler Technology Innovation Act of 1980.

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

**Note:** Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the CFL program, however, the recipient is responsible for the shipping and handling costs, as well as refurbishing costs.

Schools - Handy Helper [School Instructions](#)

Property Managers: [CFL instructions for Property Managers](#) and [CFL Allocation](#)

Transferring computers to schools and educational nonprofits extends the useful life of a computer, helps a needy school, and contributes to a cleaner, greener environment.

<http://computersforlearning.gov>



## CFL Sign in

Sign in

## CFL Registration

If you do not have a User ID click [Register](#).

If you are a school, you must supply a valid [NCES](#) number; if you are an educational nonprofit organization you must supply a valid [501C](#) number on the registration form.

After you successfully complete the registration, the system will instantly assign and send you a User ID via email.

## Contact CFL Staff

If you have questions, contact CFL Staff by email [computers.learning@gsa.gov](mailto:computers.learning@gsa.gov) Phone (866) 333-7472 Option 2

# Computers For Learning

U.S. General Services Administration

About the Program

Federal Property Managers

School Educational/Nonprofits

Success Stories

## Registration Screen for Schools and Educational Nonprofit

Fields marked with an asterisk \* are required.

[Back](#)

[Help](#)

[Submit](#)

Type of Educational Organization \*  Schools (Pre-K to 12th grade)  Educational Non-profit

Enter NCES OR 501C #

### Information about the Person Getting the Access Code

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Email Address \*

Confirm Email Address \*

### School or Educational Nonprofit Organization Information

School/Organization Name \*

Address \*

City \*

State \*  Zipcode \*  -

County \*

### Approving Official Information

First Name \*  Middle Initial  Last Name \*

Title or Position \*

Phone Number \*  -  -  Extension

Fax Number \*  -  -

Email Address \*

Confirm Email

Phone Number \*  -  -  Extension

Email Address \*

Confirm Email Address \*

**School or Educational Nonprofit Organization Information**

School/Organization Name \*

Address \*

City \*

State \*  Zipcode \*  -

County \*

**Approving Official Information**

Title

Pho

F

Em



What is the ratio of computers to the number of students in your School? \*

Computers	<input type="text"/>	TO	<input type="text"/>	Students
-----------	----------------------	----	----------------------	----------

Has your school or educational nonprofit received computer equipment in the past 12 months? \*

Yes  No

Is your school or education nonprofit an Empowerment Zone/Enterprise Community? \*

Yes  No

How many students in your school are registered for State/Federal lunch assistance? \*

Did your school or educational nonprofit learn about CFL by attending the National Education Association (NEA) conferences in Philadelphia in June/July 2007? \*

Yes  No

**Submit**



## **Registrant “Validation”**

### **➤ For schools (pre-K thru 12)**

- National Center for Education Statistics (NCES)
- Registration requires valid NCES number

### **➤ For non-profit organizations**

- Obtain Certification statement
  - 1) Must serve some portion of pre-K thru 12
  - 2) 501(c) tax exempt
  - 3) Operate primarily for purpose of education
  - 4) Must be approved, accredited or licensed

If school registrants don't know their NCES number, the NCES website has a robust search engine

### Search for Schools, Colleges, and Libraries

State:  City:  [Browse For City](#)

Zip:  Distance:  Miles from Zip

Name:

Sort by:  Name  State  City

Search Finished Results: 117 **Search** **Clear**

#### Public Schools

<a href="#">ALBERT SCHWITZER ELEMENTARY</a> 229 SOUTH DALE AVE., ANAHEIM, CA 92804 (714) 527-7761 - ORANGE COUNTY	grades: KG - 6
<a href="#">ANAHEIM COMMUNITY DAY</a> 1800 WEST BALL RD., ANAHEIM, CA 92804 (714) 999-7734 - ORANGE COUNTY	grades: 7 - 12
<a href="#">ANAHEIM HIGH</a> 811 WEST LINCOLN AVE., ANAHEIM, CA 92805 (714) 999-3717 - ORANGE COUNTY	grades: 9 - 12
<a href="#">ANAHEIM HILLS ELEMENTARY</a> 6450 EAST SERRANO, ANAHEIM, CA 92807 (714) 997-6169 - ORANGE COUNTY	grades: KG - 6
<a href="#">BADEN-POWELL ELEMENTARY</a> 2911 STONYBROOK DR., ANAHEIM, CA 92804 (714) 761-5442 - ORANGE COUNTY	grades: KG - 6
<a href="#">BALL JUNIOR HIGH</a> 1500 WEST BALL RD., ANAHEIM, CA 92802 (714) 999-3663 - ORANGE COUNTY	grades: 7 - 8
<a href="#">BARTON (CLARA) ELEMENTARY</a> 1926 CLEARBROOK LN., ANAHEIM, CA 92804 (714) 517-8900 - ORANGE COUNTY	grades: KG - 6
<a href="#">BROOKHURST JUNIOR HIGH</a> 601 NORTH BROOKHURST AVE., ANAHEIM, CA 92801 (714) 999-3613 - ORANGE COUNTY	grades: 7 - 8

### Educational Non-Profit Certification Questions

This is a nonprofit educational institution or organization exempt from taxation under section 501 of the Internal Revenue code of 1986 (26USC 501) and the organization has a Federal tax ID number from the IRS

**Tax exempt?**

I Certify    I Do Not Certify

This organization is established strictly for educational purposes. (A response of "I certify" in this question indicates that the organization is an approved, accredited, or licensed public or non-profit institution, facility, or program conducting an educational program or research for educational purposes, such as a child care center, or a program for the mentally or physically disabled). (You may be required to provide the agency proof of approval, accreditation, or licensing.)

**Educational Approved, Accredited, or Licensed?**

I Certify    I Do Not Certify

This organization supports students within the range of Pre-K through 12th grade.

**Pre-K thru 12?**

I Certify    I Do Not Certify

I certify that the above responses provided are true and correct. These certifications are made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crime and Criminal Procedures.

I Certify    I Do Not Certify

**Request proof to Validate!**

U.S.

**About the Program**

Re

Fields marked with an asterisk \*

**Type of Education**

**Information about I**

**First Nam**

**Title or Positio**

**Phone Numbe**

**Email Address**

**Confirm E**

**Address**

**School or Education**

**School/Organiza**

**Nam**

**Address**

**Cit**

**Stat**

**Count**

**Approving Official I**

**First Nam**

**Title or Positio**

**Phone Number \***

es

**Help**



# Computers For Learning

Sign out

U.S. General Services Administration

Search Entire Site All Words Search or Browse by State: Select State

## All Items by Computer Category

### All Items

View Current Orders View Cart (0) Checkout

Help

Total number of items available: 138 / Total number of items available with Photos: 24

- [CPUs \(54/3\)](#)
- [Desktop Systems \(1/1\)](#)
- [Laptops \(3/2\)](#)
- [Other Computers \(65/10\)](#)
- [Monitors \(3/3\)](#)
- [Printers \(6/5\)](#)
- [Other Accessories \(6/0\)](#)

[See all categories](#)



This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



### Search Results List of Items

All Items > CPUs

View Current Orders View Cart (0) Checkout

Total number of items available: 54 / Total number of items available with Photos: 3

Search in Results: All Words Search Page: 1 <<< Go To

[ Next Page >>> ]

Select	Item Control Number	Item name	State	City	Make	Model	Hard Disk Status	Available Quantity	Condition Code	Closing Date	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">1091M7-8320-0092</a>	 24- DELL CPUS	CA	RIVERSIDE	DELL	OPTIPLEX 990	Sanitized	1	Usable	11/23/2018	13
<a href="#">Add to cart</a>	<a href="#">1091M7-9063-0011</a>	 5- DELL CPUS	CA	WOODLAND HILLS	DELL	OPTIPLEX	Sanitized	5	Usable	03/11/2019	45
<a href="#">Add to cart</a>	<a href="#">1091M7-9063-0012</a>	 COMPUTER CPU DELL OPTIPLEX UNKNOWN	CA	LOS ANGELES	DELL	OPTIPLEX	Sanitized	11	Usable	03/11/2019	95
<a href="#">Add to cart</a>	<a href="#">7031AA-8071-0047</a>	COMPUTER LAPTOP	VT	WILLISTON	DELL	LATITUDE E6510	Degaussed	1	New/Unused	04/03/2018	2
<a href="#">Add to cart</a>	<a href="#">7031AA-8071-0048</a>	COMPUTER LAPTOP	VT	WILLISTON	DELL	LATITUDE E6510	Degaussed	1	New/Unused	04/03/2018	2
<a href="#">Add to cart</a>	<a href="#">7031AA-8071-0049</a>	COMPUTER LAPTOP	VT	WILLISTON	DELL	LATITUDE E6510	Degaussed	1	New/Unused	04/03/2018	2
<a href="#">Add to cart</a>	<a href="#">7031AA-8071-0050</a>	COMPUTER LAPTOP	VT	WILLISTON	DELL	LATITUDE E6510	Degaussed	1	New/Unused	04/03/2018	2
<a href="#">Add to cart</a>	<a href="#">7031AA-8071-0051</a>	COMPUTER LAPTOP	VT	WILLISTON	DELL	LATITUDE E6510	Degaussed	1	New/Unused	04/03/2018	2
<a href="#">Add to cart</a>	<a href="#">7031AA-8071-0052</a>	COMPUTER LAPTOP	VT	WILLISTON	DELL	LATITUDE E6510	Degaussed	1	New/Unused	04/03/2018	2



### Property Data Sheet

[Add To Cart](#) | [View Current Orders](#) | [View Cart \(0\)](#) | [Checkout \(0\)](#)

[Back](#) | [Print](#) | [Help](#)

#### Item Information

Item Control Number: **1091M783200092** Screening Ends: **November 23, 2018**  
 Item Name: **24- DELL CPU'S**  
 Item Description: 24- DELL CPUs OptiPlex 990s (Proj. 2018-119)  
 FSC/National Stock Number: 7021  
 Quantity Available: 1 LOT Quantity Requested: 13  
 Original Unit Acquisition Cost: \$37,095.29  
 Total Acquisition Cost: \$37,095.29  
 Agency Bureau: 1005 - District Courts of the United States  
 Condition: Usable  
 Make: DELL  
 Model: OPTIPLEX 990  
 Date of Manufacture:  
 Demilitarization: No

#### Item Location

US BANKRUPTCY COURT  
 3420 TWELFTH ST  
 RIVERSIDE , CA-92501



The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## **CFL Module in GSAXcess®**

### **➤ Established to:**

- Facilitate agency direct transfers to schools
  - Through the CFL module
  - After the fact, through the Post Transaction Module (PTM)
- Allow recording of transfers for compilation of the Non-federal Recipients Report



## The CFL Module....

- CFL transfers are processed within GSAXcess®
  - Email advisory that property has been requested
  - Allocation
  - Transfer order generation
    - To school for signature
    - Copy to agency
  - Agency signs transfer order
  - School picks up property or arranges for shipment
  - Agency documents transfer

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## After the Transfer

### ➤ System Reporting

- Reports available to agencies to document property processing
- System generates CFL portion of agency's annual Non-Federal Recipients Report

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## **CFL Post Transaction Module**

- GSAXcess® process to document transfers to schools outside the CFL web program
- Also included on all agency reports, including Non-Federal Recipients Report

### GSAXcess® WHAT'S NEW!

[What's New!](#)

[How To!](#)

[Dispose of Federal Excess Property](#)

[Acquire Federal Excess Property](#)

[Acquire Federal Surplus Property](#)

[Personal Property Federal Management Regulations](#)

[Further Assistance!](#)

[Property Contacts](#)

[How to Obtain A GSAXcess® User ID](#)

[Training Presentations!](#)

[GSAXcess® Training Presentations](#)

[CFL Training Presentations](#)

[Upload Multiple ICN Pictures](#)

[Picture Guidelines](#)

[GSAXcess® U & D Training Presentations](#)

[GSAXcess® Electronic Approval Agency Instructions](#)

## Welcome to GSAXcess®

[Click Login Button to Login](#)



ICN: 1282BQ20040001  
HORSE  
( Excess )

[« Previous](#)



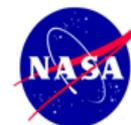
[Next »](#)

GSAXcess.gov is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the General Services Administration. Your agency can report excess personal property for transfer by GSA to other Federal and State Agencies for Surplus Property (SASPs) as well as search for and obtain excess personal property. Your agency can also report and transfer excess computers and peripheral equipment to schools and educational nonprofit organizations through the Computers for Learning program or post your CFL transfers done outside our system. This site is not intended for the general public.

**Attention Federal agencies located in the Washington metropolitan area:**

GSA regularly assists in the disposal of large volumes of office furniture! If your agency is in need of assistance in either acquiring or disposing of office furniture, please contact Rick Parker in the National Capital Region (NCR) Property Office at [rick.parker@gsa.gov](mailto:rick.parker@gsa.gov).

**FDA Notice:** [Do NOT Report, Transfer, Donate or Sell STERIS System 1 Processor \(click here for details\)](#)



Artifacts



Shuttle Tile

[Click here](#) or on either icon to go to the Prescreening Module where you can view and request NASA Space Program historic artifacts including shuttle tiles.

### GSAXcess® Login

**Login**

### GSAXcess® Register

If you do not have an Access code but have a .gov or .mil email address, [Register](#) here. The system will assign you a **generic access code** that can be used to search our data base.

### Contact Us!

**GSAXcess® HelpDesk**  
1-866-333-7472 Option 1  
[GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov)

**CFL Helpdesk**  
1-866-333-7472 Option 2  
[Computers.Learning@gsa.gov](mailto:Computers.Learning@gsa.gov)

### Links!

[NASA SSP Artifacts Prescreening](#) NASA Space Shuttle Program - Historic Artifacts Prescreening

[GSAXcess® Ask The Expert](#) Property Disposal Questions

[CFL Ask The Expert](#) Computers for Learning Questions

[Computers for Learning](#) School site to obtain excess computer equipment from federal agencies

<http://GSAXcess.gov>  
**Homepage**

### Worldwide Property Items by Category

All Items Available - All Categories

[View Cart \(0\)](#) [Checkout](#)

[Help](#)

Total number of items available: [22,701](#) / Total items available with Photos: [979](#)

- [Agricultural Equipment and Supplies](#) (65/5)
- [Aircraft](#) (1/0)
- [Aircraft Parts and Tires](#) (509/5)
- [Automobiles](#) (17/9)
- [Boats](#) (24/8)
- [Clothing and Personal](#) (1,455/19)
- [Communication and Detection Equipment](#) (754/20)
- [Computer Equipment](#) (4,335/82)
- [Computer Software and Accessories](#) (481/7)
- [Construction Equipment](#) (34/4)
- [Electrical and Electronic Equipment and Components](#) (2,158/17)
- [Electrical and Electronic Measuring and Testing Equipment](#) (718/24)
- [Fire Trucks and Fire Fighting Equipment](#) (86/20)
- [Food Preparation and Serving Equipment](#) (130/9)
- [Furniture](#) (575/128)
- [Hardware](#) (1,882/16)
- [Household](#) (268/20)
- [Industrial Service and Trade Machinery](#) (127/6)
- [Industrial Special Machinery](#) (411/17)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (584/55)
- [Lighting](#) (149/3)
- [Marine Equipment](#) (26/1)
- [Materials Handling Equipment](#) (43/11)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (793/175)
- [Miscellaneous](#) (4,888/108)
- [Motorcycles and Bicycles](#) (29/0)
- [Musical Instruments](#) (23/2)
- [Navigation Equipment](#) (44/0)
- [Office Equipment](#) (171/13)
- [Office Supplies and Forms](#) (58/3)
- [Photographic Equipment](#) (369/31)
- [Recording Equipment](#) (244/6)
- [Recreation](#) (113/10)
- [Refrigeration and Air Conditioning Equipment](#) (153/14)
- [Tools](#) (223/11)
- [Travel Trailer and/or Mobile Home](#) (83/28)
- [Trucks, Trailers and Tractors](#) (387/89)
- [Vehicular Components and Tires](#) (291/3)

**Initial Page after log-in...**

**GSAXcess® Main Menu**

**Help**

**Report Property Menu**

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)
- [Upload Multiple ICN Pictures](#)

**Search & Select Menu**

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Approve Transfer Orders](#)



**CFL Functions Menu**

- [View/Allocate Requested Items](#)
- [Confirm Allocations](#)
- [Transfer](#)
- [Change Allocation/Transfer](#)
- [School Search](#)
- [Resend School Transfer Order](#)
- [Post Transaction Module](#)
- [CFL Equipment Inquiry/Recall](#)

**CFL User Maintenance Menu**

- [CFL User Maintenance](#)
- [NCES Maintenance](#)

**CFL Reports**

- [Transfers to Schools & Non-Profits](#)
- [Transfers by Agency to Schools & Non-Profits](#)

**All agency CFL functions in GSAXcess® are listed in this menu area**

[GSA Internal Functions](#)

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## Reporting Property

- Specified Federal Supply Classes will “activate” special reporting fields
- Included amongst these will be a field to select if the property is to be offered via CFL



## CFL FSCs

- **7010** Laptops and Desk Top systems
- 7020 CPU -- Analog
- **7021** CPU -- Digital
- 7022 CPU -- Hybrid
- **7025** Monitors, Printers and other Peripherals
- 7030 Software
- **7035** Servers
- 7040 Punched Card Equipment
- 7045 ADP Supplies
- 7050 ADP Components

**GSAXcess® Main Menu**

**Help**

**Report Property Menu**

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)
- [Upload Multiple ICN Pictures](#)

**Search & Select Menu**

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Approve Transfer Orders](#)



**CFL Functions Menu**

- [View/Allocate Requested Items](#)
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- [Resend School Transfer Order](#)
- [Post Transaction Module](#)
- [CFL Equipment Inquiry/Recall](#)

**CFL User Maintenance Menu**

- [CFL User Maintenance](#)
- [NCES Maintenance](#)

**Two different ways to access Post Transaction Module page**

[Inquiry/Recall](#)

**GSA Internal Menu**

- [GSA Internal Functions](#)

**User Maintenance Menu**

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

**CFL Reports**

- [Transfers to Schools & Non-Profits](#)
- [Transfers by Agency to Schools & Non-Profits](#)



### CFL Post Transaction Module - Transfers

[Back](#)

[Help](#)

Please Enter Data and Select 'SUBMIT'

[More Items](#)

[Submit](#)

Fields marked with an asterisk \* are required.

**Transfer Control Number:** \*

918009492

**Agency Bureau:** \*

8002 Ames Research Center

**Type of Educational Organization** \*

Private Schools    Public Schools    Educational Non-profit

**NCES ID:** \*

**School Name:** \*

**School Address:** \*

**School City:** \*

**School State:** \*

**School ZipCode:** \*

**Telephone Number:** \*

- - -

**Federal Supply Class:** \*

--Select FSC Code--

**Item Name:** \*

**Disposal Condition:** \*

Please Select

**Quantity:** \*

**Original Unit Acquisition Cost:** \*

**Total Acquisition Cost:** \*

[More Items](#)

[Submit](#)



## For Further Detailed Assistance....

### ➤ Agency

- Contact your local Area Property Officer -
  - Locate APOs at: [www.gsa.gov/apo](http://www.gsa.gov/apo)
- Or, contact the **GSAXcess® HelpDesk**
  - Phone: 1-866-333-7472
  - Email: [gsaxcesshelp@gsa.gov](mailto:gsaxcesshelp@gsa.gov)

### ➤ Schools

- Contact the **CFL Helpdesk**
  - Phone: 1-866-472-9161
  - Email: [computersforlearning@gsa.gov](mailto:computersforlearning@gsa.gov)

**Any  
Questions?**

