

# Property Reuse Program

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## Introduction

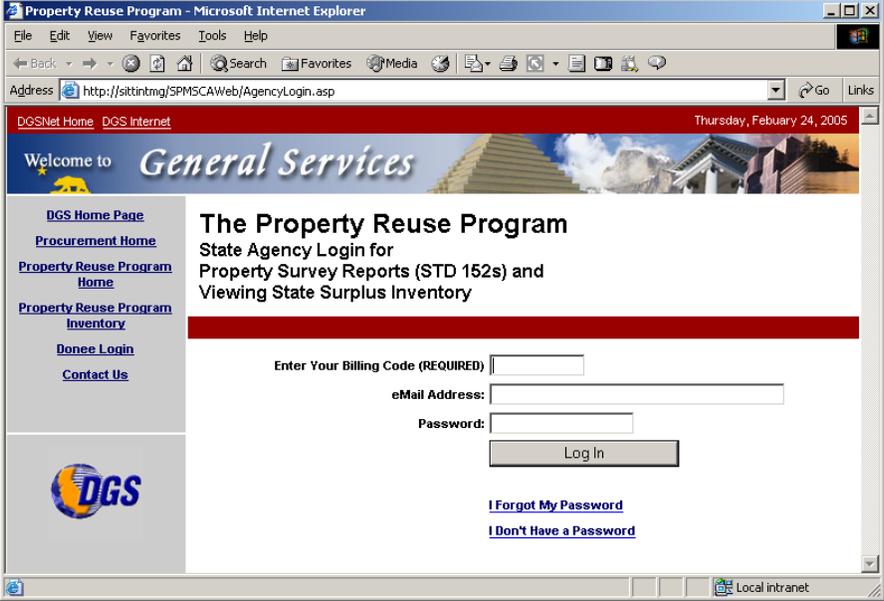
The Property Reuse Program website provides the means to submit STD 152 forms, check the status of STD 152's, post transferrable property, request transferrable property, submit STD 158's, check the status of requested property, and search the Property Reuse Program inventory.

# Login and Registration

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## Logging In

Access to the website begins at the login page as shown below.



The screenshot shows a Microsoft Internet Explorer browser window titled "Property Reuse Program - Microsoft Internet Explorer". The address bar displays "http://sittintmg/SPM5CAWeb/AgencyLogin.asp". The page features a red header with "DGSNet Home" and "DGS Internet" on the left, and "Thursday, February 24, 2005" on the right. Below the header is a banner with the text "Welcome to General Services" and an image of a building. The main content area is titled "The Property Reuse Program" and includes the subtitle "State Agency Login for Property Survey Reports (STD 152s) and Viewing State Surplus Inventory". On the left side, there is a navigation menu with links: "DGS Home Page", "Procurement Home", "Property Reuse Program Home", "Property Reuse Program Inventory", "Donee Login", and "Contact Us". The DGS logo is also present. The login form consists of three input fields: "Enter Your Billing Code (REQUIRED)", "eMail Address:", and "Password:". Below these fields is a "Log In" button. At the bottom of the form, there are two links: "I Forgot My Password" and "I Don't Have a Password". The status bar at the bottom of the browser indicates "Local intranet".

If you have already registered, enter your billing code, email address, and password and click the **Log In** button to proceed.

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# Registration

Each user of the system must first register with the Property Reuse Program. Once registration is completed, all of the functions of the website become available.

If you have not registered, click the “I Don’t Have a Password” link. The registration page as shown below will be displayed.

Property Reuse Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Copy Paste

Address <http://sittintmg/SPMSCAWeb/AgencyRegistration.asp> Go Links

DGSNet Home DGS Internet Thursday, February 24, 2005

Welcome to *General Services*

## The Property Reuse Program State Agency Registration

Enter Your Billing Code:

Name (First Last):

Title:

Phone:

Fax:

eMail Address:

Submit

A temporary password will be sent to you at your email address.  
You will be required to change it the next time you log in.

Done Local intranet

Fill in all of the information and click the **Submit** button. The following page will be displayed. A temporary password will be sent to you via email. You will have until the date shown on the page to login and reset your password.

Property Reuse Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Copy Paste

Address <http://sittintmg/SPMSCAWeb/AgencyRegistration.asp?camefrom=3> Go Links

DGSNet Home DGS Internet Thursday, February 24, 2005

Welcome to *General Services*

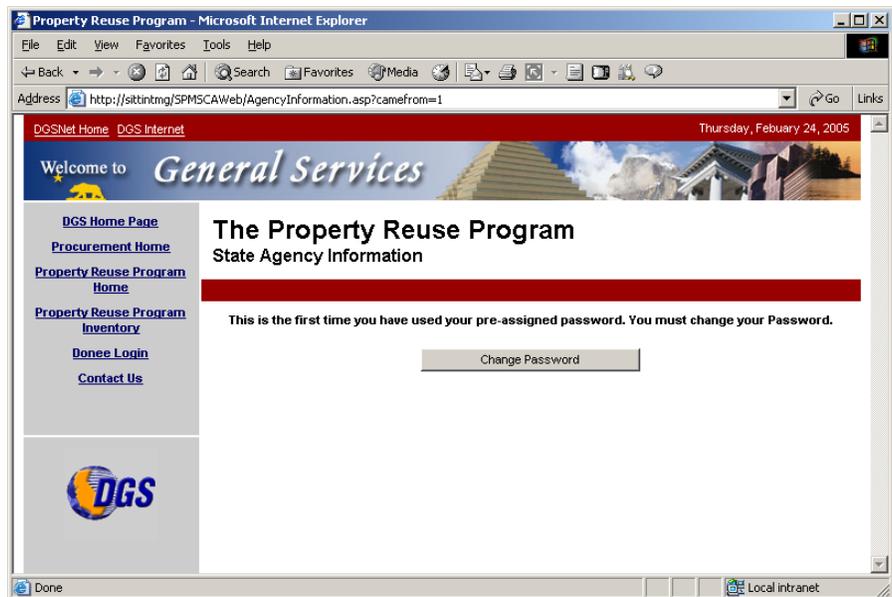
## The Property Reuse Program State Agency Registration

Your temporary password will be sent to you via eMail.  
You will have until 3/6/2005 to login and change your password.  
If you do not, you will be required to re-register.

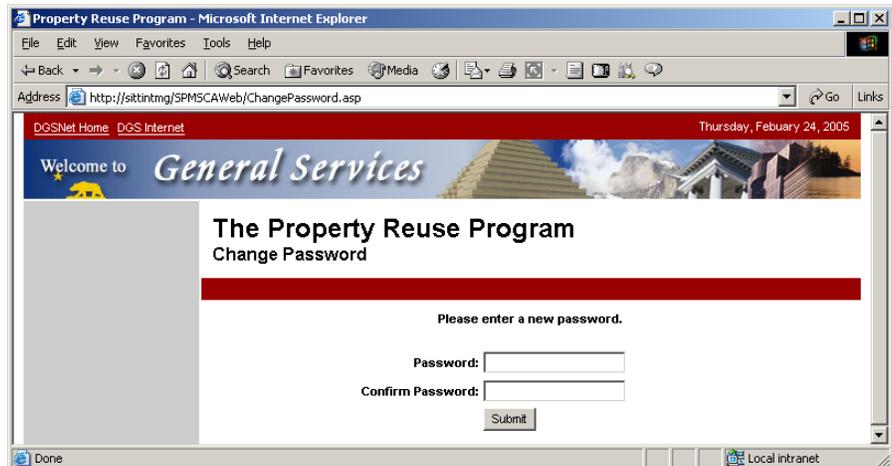
Return to Login

Done Local intranet

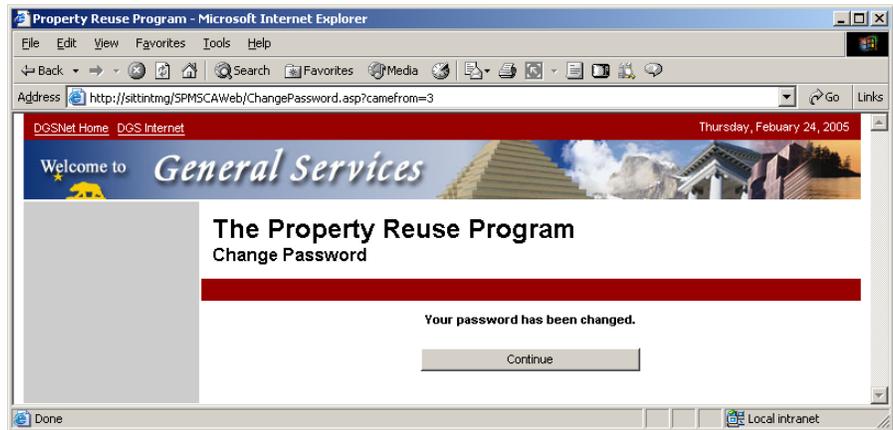
When you receive your temporary password and return to the login screen and login using your temporary password, the following page will be displayed instructing you to change your password.



Click the **Change Password** button to go to the password change page as shown below.



Type a new password, then type it again and click the **Submit** button. Once the password has been changed, the page shown below will be displayed.



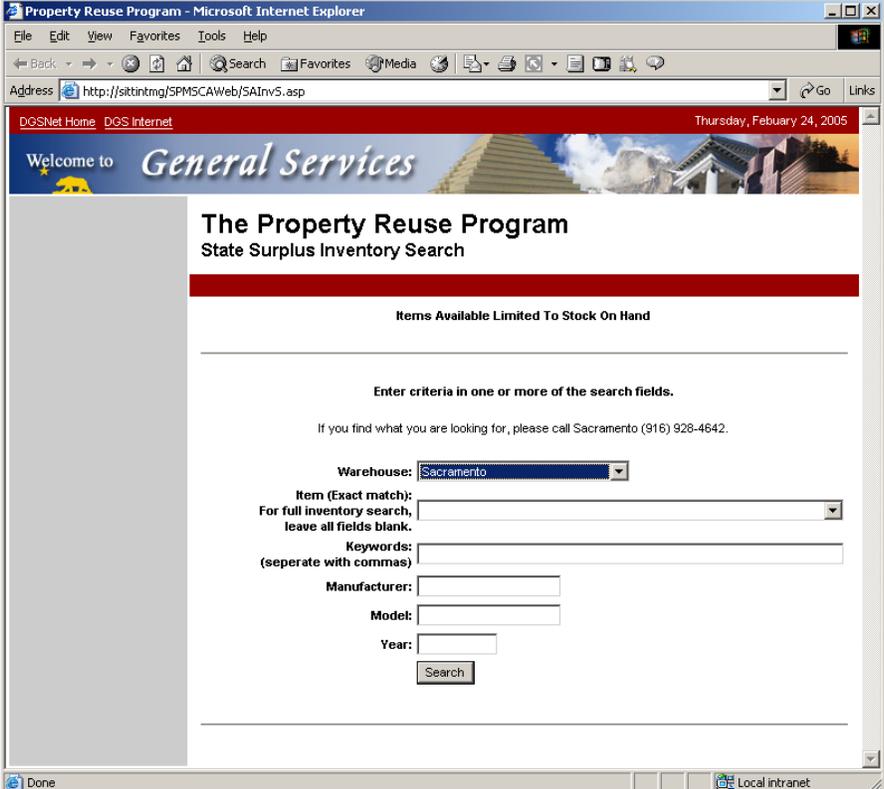
# Agency Information

After logging in to the Property Reuse Program website, the information about your agency will be displayed as shown in the sample below.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Property Reuse Program website. The address bar shows the URL: <http://sittintmg/SPMSCAWeb/AgencyInformation.asp?camefrom=6>. The page header includes "DGSNet Home" and "DGS Internet" on the left, and "Thursday, February 24, 2005" on the right. A banner reads "Welcome to General Services" with a background image of a building. A left sidebar contains navigation links: "DGS Home Page", "Procurement Home", "Property Reuse Program Home", "Property Reuse Program Inventory", "Donee Login", and "Contact Us". Below the sidebar is the DGS logo. The main content area is titled "The Property Reuse Program State Agency Information" and features a red horizontal bar. Below this bar, the agency name "CALIF EXPO & STATE FAIR - ENTERTAINMENT" is displayed, followed by its address: "1600 EXPOSITION BLVD. SACRAMENTO, CA 95815", and phone number: "County: 916-263-3027". A section titled "Representatives" contains a table with columns for "Representative", "Title", and "eMail". Below the table, a note states: "To request changes to any of this information, please email [Property Reuse](#)". At the bottom, there are links for "Search Property Reuse Inventory STD 152", "Post Transferable Property", "Search Transferable Property", and "STD 158". The browser status bar at the bottom shows "Done" and "Local intranet".

# Search Property Reuse Inventory

Click the “Search Property Reuse Inventory” link to search for property that is currently in inventory at the Property Reuse Program. The search page as shown below will be displayed.



The screenshot shows a Microsoft Internet Explorer browser window displaying the "Property Reuse Program - State Surplus Inventory Search" page. The browser's address bar shows the URL "http://sittintmg/SPM5CAWeb/SAInv5.asp". The page header includes "Welcome to General Services" and "The Property Reuse Program State Surplus Inventory Search". A red banner below the header reads "Items Available Limited To Stock On Hand". The main content area contains a search form with the following fields and instructions:

- Instruction: "Enter criteria in one or more of the search fields."
- Instruction: "If you find what you are looking for, please call Sacramento (916) 928-4642."
- Warehouse: A dropdown menu with "Sacramento" selected.
- Item (Exact match): A dropdown menu with the instruction "For full inventory search, leave all fields blank."
- Keywords: A text input field with the instruction "(separate with commas)".
- Manufacturer: A text input field.
- Model: A text input field.
- Year: A text input field.
- A "Search" button.

You may enter search criteria in one or more of the fields shown. The search will look for any items that match all of the criteria entered. To view every item that is in inventory, leave all of the fields blank and click the **Search** button.

The most common search will be to simply select an item from the drop-down list. The search results will include all items that have been identified with the selected description.

Each inventory item may also have a description that is in addition to the generic description. By typing one or more keywords separated by commas in the Keywords box, you can search both the generic description as well as the secondary description for all items that match the keywords.

If any items match the criteria, the list of items that matched will be displayed as shown in the sample below.

The screenshot shows a Microsoft Internet Explorer window titled "Property Reuse Program - Microsoft Internet Explorer". The address bar shows the URL: <http://sittintmg/SPMSCAWeb/SAInv3.asp?camefrom=2&DoneeNumber=&DoneeName=>. The page header includes "DGSNet Home DGS Internet" and "Thursday, February 24, 2005". The main content area is titled "The Property Reuse Program State Surplus Inventory Search".

Below the title, there is a red banner that says "Items Available Limited To Stock On Hand". Below this, the user is prompted to "Enter criteria in one or more of the search fields." and given the contact information: "If you find what you are looking for, please call Sacramento (916) 928-4642."

The search form includes the following fields:

- Warehouse: Sacramento (dropdown menu)
- Item (Exact match): (dropdown menu)
- Keywords: (separate with commas): LEDGER
- Manufacturer: (text input)
- Model: (text input)
- Year: (text input)
- Search: (button)

Below the search form, it says "Search Results - 1 Items Found" and displays a table with the following data:

Item Number	Description Year/Mfg/Model	Location	Quantity	S & H	Photo
S000500090001	ACCOUNT BOOK LEDGER	Warehouse (Sac)	20	\$6	

If an item includes one or more photos, a camera will be displayed next to the item. Click the camera to view the photos.

# STD 152

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## List of STD 152's

To view the status of your STD 152's or to submit a new STD 152, click the STD152 link on the Agency Information page to display the STD 152 page as shown below.

Property Reuse Program - Microsoft Internet Explorer

Address: http://sittintmg/SPM5CAWeb/STD152Status.asp

DGSNet Home DGS Internet Thursday, February 24, 2005

Welcome to *General Services*

### The Property Reuse Program STD 152 Status

#### CALIF EXPO & STATE FAIR - ENTERTAINMENT

Includes all open STD 152s and STD 152s that were closed within the past two months.

Sort By:  Refresh

Agency Doc #	STD152 #	Date	Contact	Disposition Code	Status	
	S05-00008	2/24/2005	Bob McFarlane	(8) Property Reuse Program	Closed	Print
	S05-00009	2/24/2005	Bob McFarlane	(8) Property Reuse Program	Closed	Print

New STD 152

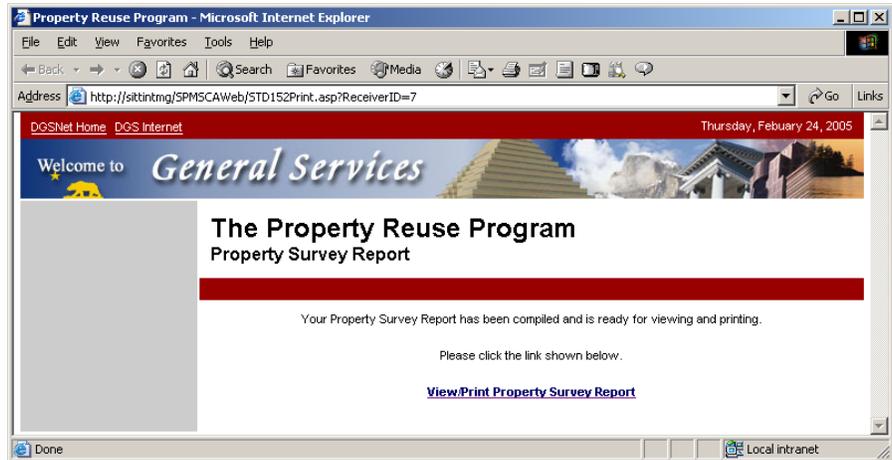
Done Local Intranet

## Sort the List

When the page is opened, a list of current STD 152's for your agency will be listed along with the current status of each 152. If the list of 152's is a long list, you may want to sort it in a different way. Select the field on which to sort from the drop-down list then click the **Refresh** button.

## Print a 152

To print a copy of a 152, click the **Print** button next to it. The page shown below will be displayed when processing has been completed.



Click the “View/Print Property Survey Report” to open the STD 152 in Acrobat Reader where you can print it, if desired.

# New 152

To enter and submit a new STD 152, click the **New STD 152** button. The page shown below will be displayed.

Property Reuse Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sittintmg/SPM5CAWeb/STD152.asp

DOSNet Home DGS Internet Thursday, February 24, 2005

Welcome to *General Services*

### The Property Reuse Program

Property Survey Report

**CALIF EXPO & STATE FAIR - ENTERTAINMENT**

Agency Document Number:

Disposition:

Property Location (County):

Approving Name 1:

Approving Name 2:

Approving Name 3:

(Two Approving Names Required)

Explanation - Reason for proposed disposition of item.

Item #	Description Model Year, Manufacturer, Make, Serial Number	Qty	State Ident. (Tag) Number	Date Purchased (Year)	Original Cost (If Known)	Present Condition	Add Item
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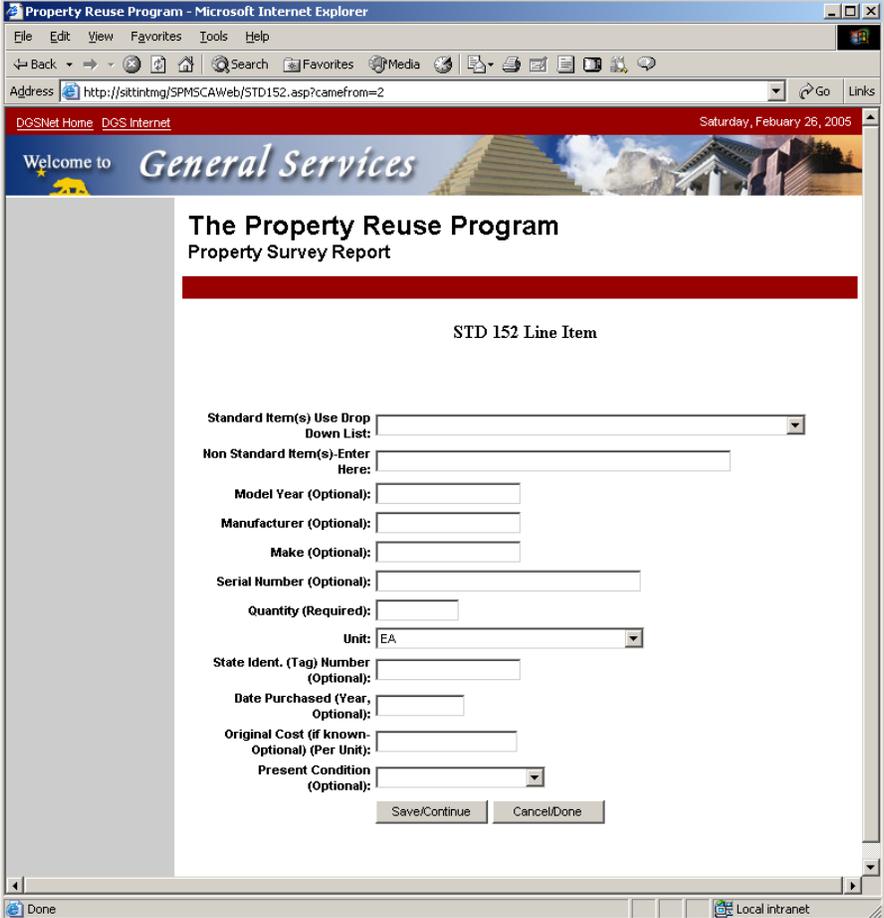
**ATTENTION!** All information will be lost and this Std. 152 will not be saved unless it is submitted to the Property Reuse Program.

Submit STD 152 Cancel STD 152

All of the fields in the top portion of the page are required except for the Approving Name fields where only two must be filled in.

## Add Items to STD 152

To add items to the 152, click the **Add Item** button. The page shown below will be displayed.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Property Reuse Program - Microsoft Internet Explorer' page. The address bar shows the URL: <http://sittintmg/SPMSCAWeb/STD152.asp?camefrom=2>. The page header includes 'DGSNet Home', 'DGS Internet', and the date 'Saturday, February 26, 2005'. The main content area is titled 'The Property Reuse Program Property Survey Report' and features a red horizontal bar. Below this bar, the form is titled 'STD 152 Line Item'. The form contains the following fields and controls:

- Standard Item(s) Use Drop Down List:** A dropdown menu.
- Non Standard Item(s)-Enter Here:** A text input field.
- Model Year (Optional):** A text input field.
- Manufacturer (Optional):** A text input field.
- Make (Optional):** A text input field.
- Serial Number (Optional):** A text input field.
- Quantity (Required):** A text input field.
- Unit:** A dropdown menu with 'EA' selected.
- State Ident. (Tag) Number (Optional):** A text input field.
- Date Purchased (Year, Optional):** A text input field.
- Original Cost (if known-Optional) (Per Unit):** A text input field.
- Present Condition (Optional):** A dropdown menu.

At the bottom of the form are two buttons: 'Save/Continue' and 'Cancel/Done'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

Select a standard item description from the drop-down list that best fits the description of the item you are submitting. If a standard description from the list doesn't fit, type a better description in the "Non Standard Item(s)" box.

Enter the quantity of the item and select the correct unit of measure. The description, quantity and unit are the only required fields, but any other information that can be entered is helpful.

After entering all of the necessary information, click the **Save/Continue** button. This will add the item to the STD 152 and refresh the page for the next item.

After entering all of the items that should be included in this STD 152, click the **Cancel/Done** button.

*\*If different items are being disposed of differently, according to the Disposition Code, you must create a separate 152 for each type of Disposition.*

## Deleting Items from the STD 152

After entering one or more items, you may need to remove an item from this STD 152. Click the **Delete** button next to the item you want to delete.

Property Reuse Program - Microsoft Internet Explorer  
Address: http://siktintmg/SPMSCAWeb/STD152.asp?camefrom=5  
Saturday, February 26, 2005  
Welcome to *General Services*

### The Property Reuse Program Property Survey Report

#### CALIF EXPO & STATE FAIR - ENTERTAINMENT

Agency Document Number:   
Disposition:   
Property Location (County):   
Approving Name 1:   
Approving Name 2:   
Approving Name 3:   
(Two Approving Names Required)  
Explanation - Reason for proposed disposition of item:

Item #	Description Model Year, Manufacturer, Make Serial Number	Qty	State Ident. (Tag Number	Date Purchased (Year)	Original Cost (If Known	Present Condition	
1	AIR COMPRESSOR, 2 H.P.	2			0		<input type="button" value="Add Item"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	AMPLIFIER	34			0		<input type="button" value="Add Item"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

**ATTENTION!** All information will be lost and this Std. 152 will not be saved unless it is submitted to the Property Reuse Program.

## Editing an Item

If you need to modify an item, click the **Edit** button next to the item you want to change.

## Submit the STD 152

All of the information that has been entered so far is stored in TEMPORARY memory. If you close the browser at this point, all of the data will be lost. Click the **Submit STD 152** button to save all of the information and submit the STD 152 for approval by the Property Reuse Program.

After the information has been successfully recorded, the page shown below will be displayed that explains the approval process.

Click the **OK** button to close the page.

## Review the STD 152

Click the **Refresh** button on the STD 152 Status page. The new STD 152 should now be included in the list with a status of “Pending Approval” as shown in the sample below.

Property Reuse Program - Microsoft Internet Explorer

Address: <http://sittintng/SPM5CAWeb/STD152Status.asp?camefrom=2>

DOSNet Home DGS Internet Saturday, February 26, 2005

Welcome to *General Services*

### The Property Reuse Program STD 152 Status

#### CALIF EXPO & STATE FAIR - ENTERTAINMENT

Includes all open STD 152s and STD 152s that were closed within the past two months.

Sort By: STD 152 # Refresh

Agency Doc #	STD152 #	Date	Contact	Disposition Code	Status	
AB1234		2/26/2005	Bob McFarlane	(8) Property Reuse Program	Pending Approval	Print
	S05-00008	2/24/2005	Bob McFarlane	(8) Property Reuse Program	Closed	Print
	S05-00009	2/24/2005	Bob McFarlane	(8) Property Reuse Program	Closed	Print

New STD 152

Done Local intranet

When finished entering and reviewing STD 152's, simply close the browser.

# Post Transferable Property

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## Introduction

In order to maximize the investment in the property of the State of California, property may be posted for transfer that other agencies may have a need for rather than disposing of the property through the Property Reuse Program.

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## List of Posted Property

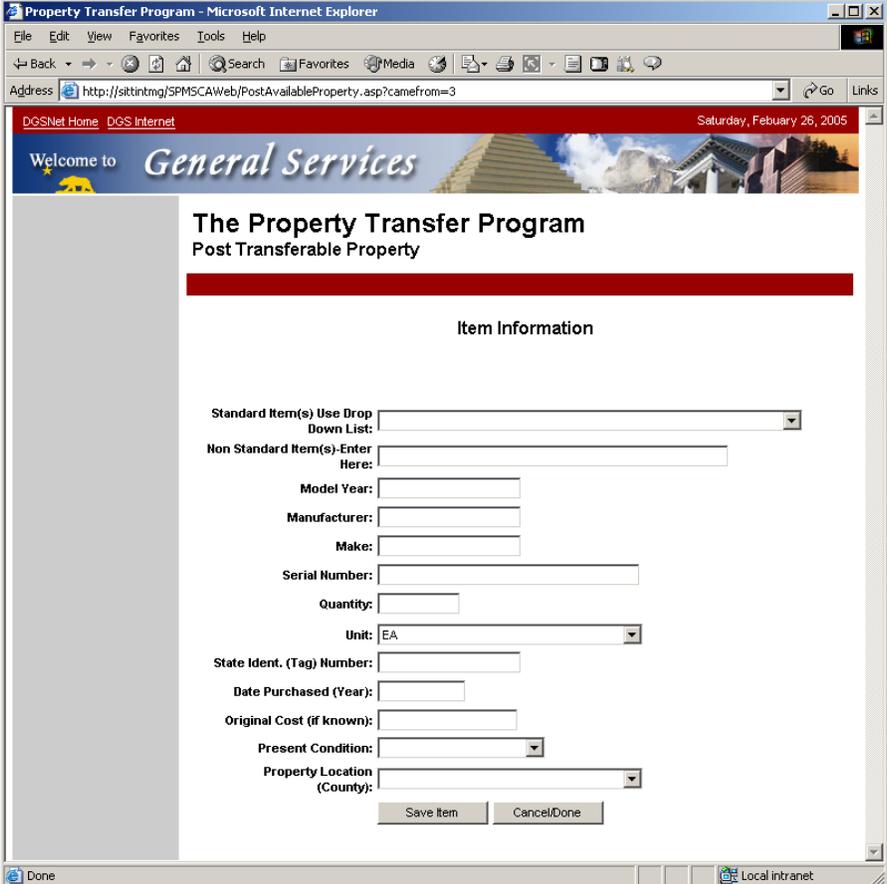
To view the list of previously posted property, click the “Post Transferable Property” link on the “Agency Information” page. If any property has previously been posted, it will be displayed as shown in the sample below.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Property Transfer Program - Post Transferable Property' page. The browser's address bar shows the URL: <http://sittintmg/SPMSCAWeb/PostAvailableProperty.asp?camefrom=1>. The page features a red header with 'DGSNet Home' and 'DGS Internet' links, and a date of 'Saturday, February 26, 2005'. Below the header is a banner for 'General Services' with the text 'Welcome to'. The main content area is titled 'The Property Transfer Program Post Transferable Property' and includes a sub-header 'CALIF EXPO & STATE FAIR - ENTERTAINMENT'. A message states 'Includes all available property that has been posted.' and there is a 'Post New Item' button. A table lists the posted property items:

Date Posted	Contact Name Phone eMail	Description Model Year/Mfg/Make Mileage Serial Number	Location	Qty	Year Purchased Original Cost	Present Condition	
2/26/2005	Bob McFarlane (908) 813-2814 <a href="mailto:bobm@tmgca.com">bobm@tmgca.com</a>	<b>ACTION FIGURES</b> G.I. JOE		20	\$15.00	E	Delete
2/26/2005	Bob McFarlane (908) 813-2814 <a href="mailto:bobm@tmgca.com">bobm@tmgca.com</a>	<b>TABLE, CONFERENCE</b>		1	\$3,000.00		Delete

## Post New Item

Posting a new item is very similar to adding an item to an STD 152. Click the **Post New Item** button to display the item entry page as shown below.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Property Transfer Program' web application. The address bar shows the URL: <http://sittintmg/SPM5CAWeb/PostAvailableProperty.asp?camefrom=3>. The page header includes 'DGSNet Home', 'DGS Internet', and the date 'Saturday, February 26, 2005'. A banner reads 'Welcome to General Services'. The main heading is 'The Property Transfer Program Post Transferable Property'. Below this is a red horizontal bar, followed by the section title 'Item Information'. The form contains the following fields and controls:

- Standard Item(s) Use Drop Down List:
- Non Standard Item(s)-Enter Here:
- Model Year:
- Manufacturer:
- Make:
- Serial Number:
- Quantity:
- Unit: EA
- State Ident. (Tag) Number:
- Date Purchased (Year):
- Original Cost (if known):
- Present Condition:
- Property Location (County):

At the bottom of the form are two buttons: 'Save Item' and 'Cancel/Done'.

Fill in the information and click the **Save Item** button. The item will be saved and the page refreshed for the next item.

After posting all of the items, click the **Cancel/Done** button to return to the Posted Property list.

## Delete an Item

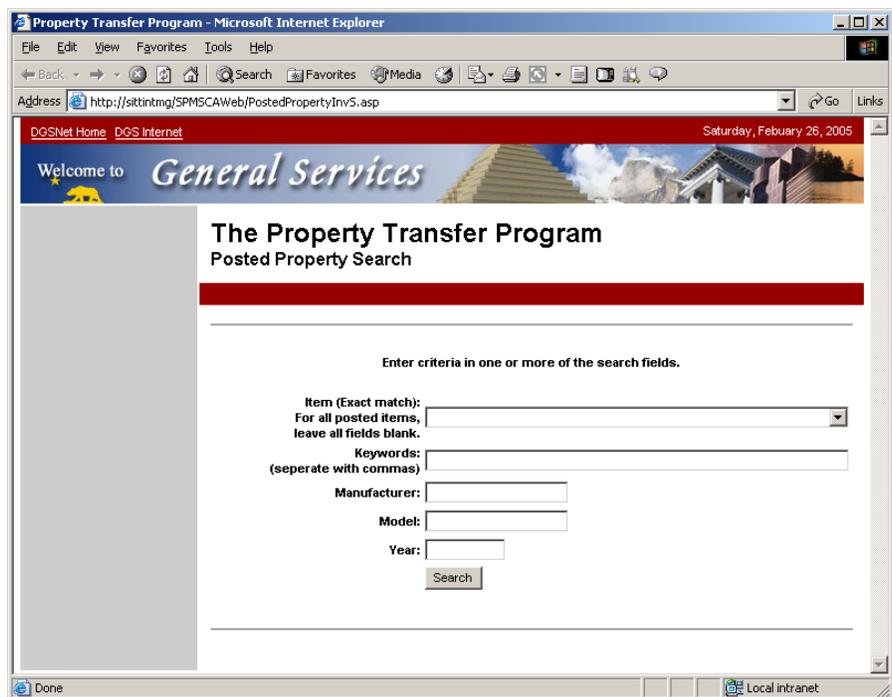
To withdraw an item so it will no longer be available for transfer to another agency, click the **Delete** button next to the item you want to remove.

# Search Transferable Property

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## Search for Property

To search for property that other agencies have posted for transfer, click the “Search Transferable Property” link. The search page shown below will be displayed.



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://sittintmg/SPMSCAWeb/PostedPropertyInv5.asp>. The page header includes "DGSNet Home DGS Internet" and the date "Saturday, February 26, 2005". The main content area features a banner for "General Services" and the title "The Property Transfer Program Posted Property Search". Below the title is a search form with the instruction "Enter criteria in one or more of the search fields." The form includes the following fields:

- Item (Exact match):** A dropdown menu with the instruction "For all posted items, leave all fields blank."
- Keywords:** A text input field with the instruction "(separate with commas)".
- Manufacturer:** A text input field.
- Model:** A text input field.
- Year:** A text input field.

A "Search" button is located below the Year field. The browser's status bar at the bottom shows "Done" and "Local intranet".

Searching for posted property is similar to searching the Property Reuse Program inventory. Select a standard item description or type one or more keywords. To further narrow the search, enter a Manufacturer, Model and/or Year.

If any items match the criteria, they will be displayed as shown in the sample below.

The screenshot shows a Microsoft Internet Explorer window titled "Property Transfer Program - Microsoft Internet Explorer". The address bar shows the URL: <http://sittintmg/SPMSCAWeb/PostedPropertyInv5.asp?camefrom=2>. The page header includes "DGSNet Home" and "DGS Internet" with the date "Saturday, February 26, 2005". A banner for "General Services" is visible.

### The Property Transfer Program Posted Property Search

Enter criteria in one or more of the search fields.

Item (Exact match):  
For all posted items, leave all fields blank.

Keywords:  
(seperate with commas)

Manufacturer:

Model:

Year:

Search Results - 1 Items Found

Location	Agency Name Contact Name Phone eMail	Description Model Year/Mtg/Make Mileage Serial Number State Tag #	Year Purchased Original Cost	Qty	Present Condition	
	CALIF EXPO & STATE FAIR - ENTERTAINMENT Bob McFarlane (908) 813-2814 <a href="mailto:bobm@mqca.com">bobm@mqca.com</a>	<b>ACTION FIGURES</b> G.I. JOE	\$15.00	20	E	<input type="button" value="Request"/>

Done Local intranet

## Request Posted Property

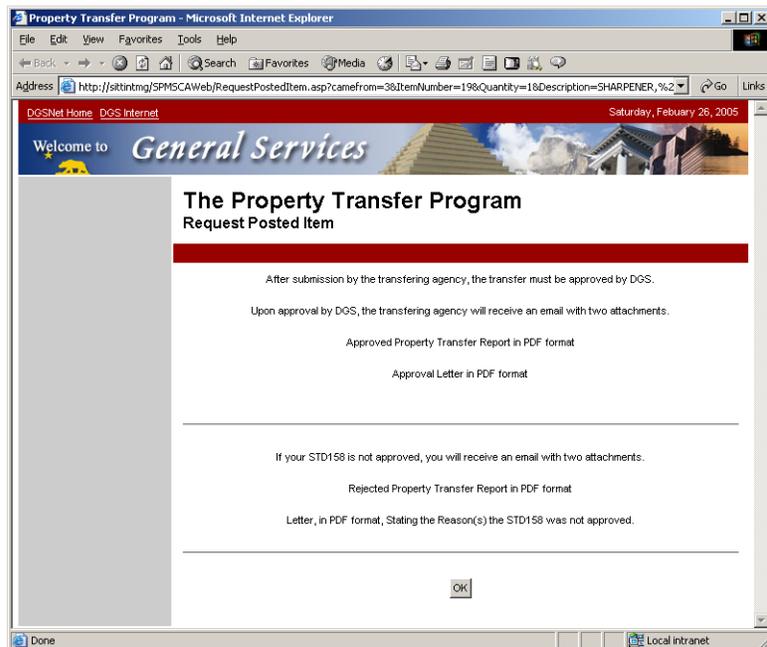
After performing a search and finding an item to transfer to your agency, click the **Request** button.

If there is more than one of the item, the page shown below will be displayed. Change the quantity requested if necessary then click the **Submit** button.



The screenshot shows a Microsoft Internet Explorer browser window titled "Property Transfer Program - Microsoft Internet Explorer". The address bar contains the URL: <http://sittintmg/SPMSCAWeb/RequestPostedItem.asp?camefrom=3&ItemNumber=17&Quantity=20&Description=ACTION%20FI>. The page header includes "DGSNet Home" and "DGS Internet" on the left, and "Saturday, February 26, 2005" on the right. Below the header is a banner for "General Services" with the text "Welcome to". The main content area is titled "The Property Transfer Program Request Posted Item" and features a red horizontal bar. Below the bar, the text reads "CALIF EXPO & STATE FAIR - ENTERTAINMENT". Underneath, it says "Property Requested: ACTION FIGURES" and "Quantity Requested: 20" with a text input field containing the number 20. At the bottom of the form are "Submit" and "Cancel" buttons.

If there is only one of the selected item, or you have changed the quantity and clicked the **Submit** button, the page shown below will be displayed with information regarding the approval process.



The screenshot shows the same Microsoft Internet Explorer browser window. The address bar now contains the URL: <http://sittintmg/SPMSCAWeb/RequestPostedItem.asp?camefrom=3&ItemNumber=19&Quantity=1&Description=SHARPENER,%20>. The page content is the same as the previous screenshot, but the main content area now displays the following text: "After submission by the transferring agency, the transfer must be approved by DGS. Upon approval by DGS, the transferring agency will receive an email with two attachments. Approved Property Transfer Report in PDF format. Approval Letter in PDF format." Below this, there is a horizontal line, followed by the text: "If your STD158 is not approved, you will receive an email with two attachments. Rejected Property Transfer Report in PDF format. Letter, in PDF format, Stating the Reason(s) the STD158 was not approved." At the bottom of the page is an "OK" button.

By completing this process, you have initiated a request to the transferring agency for the property. The transferring agency must submit the transfer to the Property Reuse Program for approval before the property can be transferred.

# STD 158

## Introduction

If transferable property has been requested or another agency has made a request for property, the status of these requests are displayed on the STD 158 page accessed from the "Agency Information" page by clicking the "STD 158" link. The page shown below will be displayed.

The screenshot shows a web browser window titled "Property Transfer Program - Microsoft Internet Explorer". The address bar displays "http://sittintmg/SPM5CAWeb/STD158Status.asp". The page header includes "DGSNet Home DGS Internet" and "Saturday, February 26, 2005". The main content area is titled "The Property Transfer Program STD 158 Status" and features a red banner with the text "CALIF EXPO & STATE FAIR - ENTERTAINMENT". Below this, it states "STD 158 Status" and "Includes all open STD 158s and STD 158s that were closed within the past two months." A "Sort By:" dropdown menu is set to "Agency Doc #" with a "Refresh" button. A table displays the following data:

Agency Doc #	Date	Contact	Transfer To	Reason for Transfer	Status	
	2/26/2005		CALIF EXPO & STATE FAIR - ENTERTAINMENT		Pending	Print Edit

Below the table is a "New STD 158" button. The "Requested Property" section contains a table with the following data:

Requested From Agency Name Contact Name, Phone eMail	Requested By On	Description Model Year/Mfg/Make Mileage Serial Number State Tag #	Year Purchased Original Cost	Qty	Cond	Status
CALIF EXPO & STATE FAIR - ENTERTAINMENT Bob McFarlane (908) 813-2814	Bob McFarlane (908) 813-2814 2/26/2005	SHARPENER, PENCIL	\$5.00	1		Pending

# Requests by Other Agencies

When another agency has requested property posted by your agency, an STD 158 is generated. All open STD 158's and STD 158's that were closed within the last two months are listed in the top portion of the page. In the sample, one STD 158 is pending.

## Submit for Approval

A pending STD 158 must be submitted to the Property Reuse Program for approval before the property can be transferred to the requesting agency. Click the **Edit** button to complete the STD 158 and submit it for approval. The page shown below will be displayed.

The screenshot shows a web browser window titled "Property Transfer Program - Microsoft Internet Explorer". The address bar shows the URL: <http://sittintmg/SPMSCAWeb/STD158.asp?camefrom=1&ReceiverID=11>. The page header includes "DGSNet Home" and "DGS Internet" with the date "Saturday, February 26, 2005". The main heading is "The Property Transfer Program Property Transfer Report".

The form is titled "CALIF EXPO & STATE FAIR - ENTERTAINMENT". It contains the following fields:

- Agency Document Number: TLE- [text input]
- Transfer Type: [dropdown menu]
- Xfer To: CALIF EXPO & STATE FAIR - ENTERTAINMENT/ [dropdown menu]
- Property Location (County): [dropdown menu]
- Approving Name 1: [text input]
- Approving Name 2: [text input]
- Approving Name 3: [text input]
- (Two Approving Names Required)
- Explanation - Reason for proposed transfer of item: [text input]

Item #	Description Model Year, Manufacturer, Make Serial Number	Qty	State Ident. (Tag) Number	Date Purchased (Year)	Original Cost (If Known)	Present Condition	Add Item
1	ACTION FIGURES G.I. JOE	10			15	E	Edit Delete

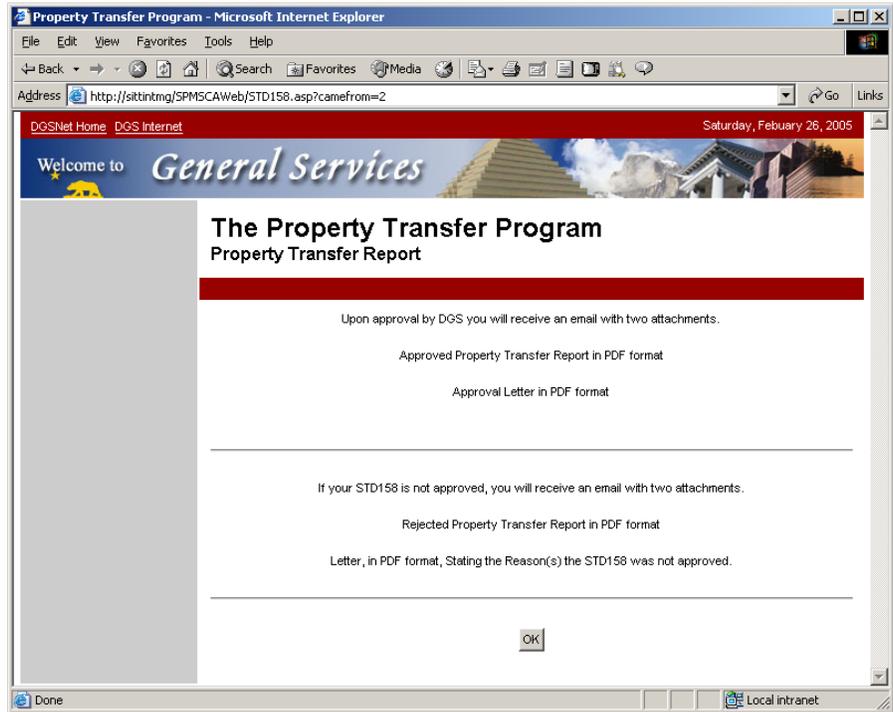
Under the penalties of perjury, I hereby certify that the above statements regarding state property are true and correct; culpable negligence was not involved in loss, theft, or damage: the disposition is best for the public interest.

Submit STD 158 Cancel STD 158

ATTENTION! All information will be lost and this Std. 158 will not be saved unless it is submitted to the Property Reuse Program.

The requesting agencies name will already be selected in the "Xfer To:" drop-down list. Complete the rest of the information (similar to the STD 152) and click the **Submit STD 158** button. The STD 158 will be submitted to the Property Reuse

Program for approval and the page shown below will be displayed that explains the approval process.



## Requested Property Status

If you have requested the transfer of property from another agency and want to know the status of your request, click the “STD 158” link on the Agency Information page. The page shown below will be displayed.

Property Transfer Program - Microsoft Internet Explorer  
 Address: http://sittintmg/SPMSCAWeb/STD158Status.asp?camefrom=2  
 DCSNet Home DGS Internet Saturday, February 26, 2005  
 Welcome to **General Services**

### The Property Transfer Program STD 158 Status

#### CALIF EXPO & STATE FAIR - ENTERTAINMENT

**STD 158 Status**  
 Includes all open STD 158s and STD 158s that were closed within the past two months.

Sort By: Agency Doc # Refresh

Agency Doc #	Date	Contact	Transfer To	Reason for Transfer	Status
1234	2/26/2005	Bob McFarlane	10-A DIST AGRIC ASSN - AGRICULTURAL ASSOCIATION	Intra-Dept	Pending Approval <a href="#">Print</a>
12345	2/26/2005	Bob McFarlane	CALIF EXPO & STATE FAIR - ENTERTAINMENT	Intra-Dept	Pending Approval <a href="#">Print</a>

[New STD 158](#)

#### Requested Property

Requested From Agency Name Contact Name, Phone eMail	Requested By On	Description Model Year/Mfg/Make Mileage Serial Number State Tag #	Year Purchased	Original Cost	Qty	Cond	Status
CALIF EXPO & STATE FAIR - ENTERTAINMENT <a href="#">Bob McFarlane</a> (908) 813-2814	<a href="#">Bob McFarlane</a> (908) 813-2814 2/26/2005	<b>ACTION FIGURES</b> G.I. JOE		\$15.00	10	E	Pending Approval

Requested property is displayed in the lower half of the page. In the sample shown, the Action Figures request is “Pending Approval”. This means that the agency from which the property has been requested has submitted the STD 158 to the Property Reuse Program for approval.

If the agency had not yet submitted the STD 158 for approval, the “Status” would show as “Pending”. If the STD 158 has not been submitted, you can send an email to the agency to check their status by clicking on the Contact Name link in the first column. This will open an email message addressed to that individual.

Once the Property Reuse Program has approved the STD 158, the “Status” will show as “Closed”.

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## Initiate an STD 158

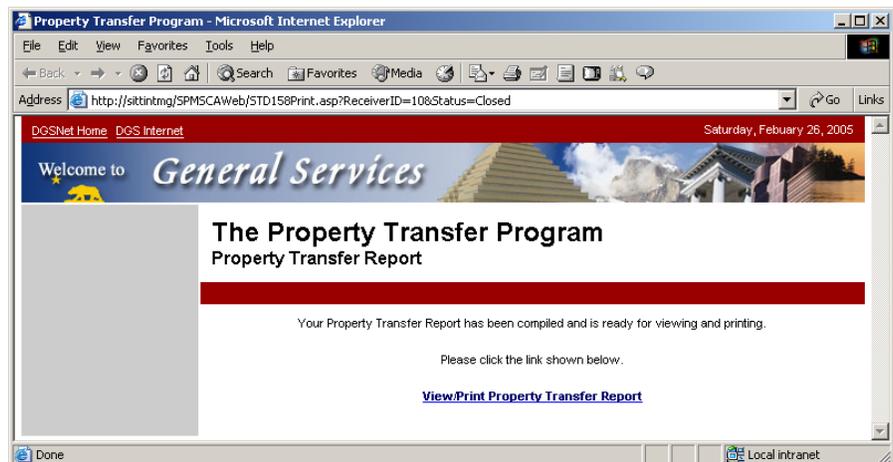
In addition to submitting an STD 158 as a result of a request on the Property Reuse Program website, a new STD 158 can be initiated directly. Click the **New STD 158** button on the page shown above. Then, fill in the information similar to creating an STD 152. But, the transfer to agency will not be selected and will have to be selected manually.

After filling in the information, click the **Submit STD 158** button.

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## Print an STD 158

To print an STD 158, click the **Print** button next it. The STD 158 will be generated in pdf format and the page shown below will be displayed when the processing has completed.



Click the “View/Print Property Transfer Report” to open the STD 158 in Acrobat Reader.