

COMPLETING THE SF-120

2762

(No. 15 January 2001)

- REPORT NUMBER** (Block 1) Enter 129AU7 and the year, julian date, the appropriate accountable officer code and the item number (01, 02, etc.).
Example: **129AU70152HB01**
- | | | | | |
|---------------|----------|----------------|-----------|-----------|
| 129AU7 | 0 | 152 | HB | 01 |
| GSA code(6) | year(1) | julian date(3) | AO(2) | item(2) |
- Date Routed** (Block 2) Enter the date form is completed.
- Cost** (Block 3) Enter the cost of item(s).
- Type of Report** (Block 4) Mark block A,B,C or D.
- From** (Block 7) Enter the name and address of unit requesting property in Block 7.
- Further Information** (Block 9) Enter the name, address, telephone and fax number of person to contact for further information regarding property.
- FSC Group** (Block 13) Enter the first four digits of the national stock number.
- Location of Property** (Block 14) Enter the address where the property is being stored/located.
- Excess Property #** (Block 18A) Enter the item number, i.e. 01, 02, 03. This several reports may be completed in one day, however, each item must have its own item number.
- Description** (Block 18B) Enter the description of the item/property. If reporting a "lot" of miscellaneous scrap items, list items and if inventoried items list the NFC number(s).
- Condition** (Block 18C) Enter condition of property. If scrap items, also provide a brief condition description in Block 18B.
- Unit** (Block 18D) Enter unit of measure, i.e. ea, bx, gl, dz.

Number of Units Enter number of units.
(Block 18E)

Acquisition Cost Enter original acquisition cost. If not available, (Block 18 F&G)
estimate cost plus .99. This will alert the Sacramento FEPP
office that the amount is an estimate.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)