

FASTER. FRIENDLIER. EASIER.

Accessing Federal Surplus Property Through DOAS Surplus Division

What is GSAXCESS? GSAXcess is a web based program that allows eligible users to screen for military and civilian federal surplus property on-line. Surplus and excess property from these agencies may be viewed at:



<http://gsaxcess.gov>

Access Code: 4757GA
Password: GASURPLUS

These codes will allow authorized users to view property only

What do I do when I find something I want?

Item search or “screening” is easy. Users may search by item, category, location and many other criteria. This allows the user the greatest flexibility in finding needed items.

Once you’ve located an item you want:

- Obtain the “**Item Control Number**” (active link, 2nd column of search page)
- Send an e-mail requesting the item to DOASFedSur@doas.ga.gov with your contact information and the item control number.

Please make note of the location. If allocated, you will be responsible to pick up the material.

- The Surplus staff will submit the request to GSA where the allocation decision is made.
- The staff will inform you of your request status as soon as we are notified.
- If the material is allocated to your agency, it must be picked up within 14 days.

What will it cost?

- A service charge, payable to DOAS Surplus Property is administered for the transfer of all federal property. This service charge funds the federal surplus program in Georgia.
- Cost will be established when the initial request is made to DOAS.
- Costs are determined based on a percentage of the acquisition cost, condition and quantity of the items.
- All federal program restrictions apply to this property.

Please contact the Surplus office at 404-657-8544 if you have any questions or need assistance.

“Surplus, your first source of supply!”



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Department of
Administrative Services
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Georgia Department of Administrative Services
Surplus Division

GSAXcess Property Search

<http://gsaxcess.gov>

Access Code: **4757GA**

Password: **GASURPLUS**

This code allows for property screening only. Please contact Surplus to request allocation.