

WANT/NEED LIST



Help us, help you! Let us know your needs and we can let you know when something becomes available, before it is listed in our catalog. If we do not think there is a home for an item, we may pass on it. By keeping us informed by mail or phone, we can better serve you!

Know the Regulations that Govern Federal Surplus!

Federal Property cannot be sold, loaned, traded, or torn down for parts during the minimum use period without our prior permission

Property must be placed into use within 12 months from the date of acquisition

Property valued new at \$5,000 or more must be used for a minimum 18-month period. Aircraft, boats, and gifts from foreign countries all have extended use periods.

Property must be used for a minimum 12-month period from the date it is placed into use.

Federal equipment and supplies are restricted to institutional use, not personal use

Failure to comply with these terms and conditions may require payment to the U.S. Government for the value of the property.

Complete and Return to: Wisconsin Division of Federal Property
One Foundation Circle
Waunakee, WI 53597-8914
Fax (608) 849-2468

WANT/NEED LIST

Organization Name _____

Eligibility # _____

Phone Number _____

Contact Person _____

Email Address _____

Date _____

Item Description - please give as much information as necessary (make, model, quantity, etc.)