

**EAST CAROLINA UNIVERSITY**

**NC Federal Surplus Property Agency  
Raleigh, NC**

For program overview, listings, and eligibility, see [www.doa.nc.gov/fsp/](http://www.doa.nc.gov/fsp/)

(Please read carefully)

**DO YOU KNOW** what you agreed to when you signed your distribution document?

You agreed to use the surplus property only in the official program which you represent,

AND

You agreed to put the surplus property into use within one (1) year and to use it for at least one (1) year,

AND

You agreed to use certain items for eighteen (18) months or longer,

AND

You agreed to make necessary arrangements to return unused equipment,

AND

You agreed that you would not sell the property, loan it, trade it, or tear it down for parts unless we give you permission before you do it,

AND

You agreed to pay the U.S. Government if you did not use the property according to your agreement.

SUMMARY

1. Surplus property must be used in an authorized program.
2. Personal use or non-use of surplus property is not allowed.
3. Permission must be obtained before selling, trading, or cannibalizing surplus property.
4. Read the back of your distribution document – understand your obligations.

I attest that I have read and fully understand the Federal Surplus Property policies above. I understand that if I am unable to conform to any of the above policies, I am to notify, in writing, ECU Surplus Property Office, Attention: Sean Galarneau, Central Stores, 1150 S. Greene St., Bldg 215C, Greenville, NC 27858 or email her at [galarneaus@ecu.edu](mailto:galarneaus@ecu.edu).

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Employee Name Printed

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Department

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone