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To: All Udall Foundation Employees
From: David Brown, Executive Director
Subject: Udall Foundation Policy Statement on Excess Personal Property

In accordance with Public Law 118-99 as codified in § 40 U.S.C. 530, the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) has established the following procedures when considering the use of excess personal property to meet the needs of the agency:

- Agency personnel and purchase card holders are required to consider agency and General Services Administration (GSA) excess personal property holdings before new property purchases are made.
- Agency personnel and purchase card holders will check for and obtain excess personal property, when practicable, before new property purchases are made.
- Personnel designated by the Executive Director or Chief Operating Officer shall be assigned the responsibilities of: (1) maintaining an inventory of personal property appropriate to the agency's requirements; and (2) periodically evaluating the suitability of agency and GSA excess personal property for agency use and updating the inventory accordingly.

Any changes to the above procedures will be reported to the GSA Administrator.