

FEDERAL SURPLUS PROPERTY CENTER  
2830 SW Kanza Drive TOPEKA, KS 66606  
PHONE (785) 296-2351 FAX (785) 296-4060

Chose one of the following:

NEW (REPLACE CURRENT REPRESENTATIVE) \_\_\_\_\_

ADD (ADD ADDITIONAL AUTHORIZED REPRESENTATIVES) \_\_\_\_\_

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

\_\_\_\_\_  
*Name of Organization* *Phone Number*

II. THE FOLLOWING REPRESENTATIVES ARE DESIGNATED TO:

- a. Acquire Federal Surplus Property;
- b. Obligate necessary funds for this purpose; and
- c. Execute Distribution Documents agreeing to terms, conditions, reservations, and restrictions applying to property Obtained through the agency.

III. REPRESENTATIVES: The "Authorized Official" cannot be the only signature, one additional signature is required.

**EACH REPRESENTATIVE MUST SIGN FOR OUR RECORDS**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed or Printed) (Typed or Printed)

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed or Printed) (Typed or Printed)

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed or Printed) (Typed or Printed)

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed or Printed) (Typed or Printed)

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed or Printed) (Typed or Printed)

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

IV. CERTIFICATION:

\_\_\_\_\_  
Date Typed/Printed of Authorized Official Signature of Authorized Official