

United States General Services Administration
San Antonio Federal Building

Property Management Seminar

PROPERTY CUSTODIAN 101

FREE—FREE—FREE—FREE—FREE—FREE—FREE—FREE

WHEN: WEDNESDAY, MAY 21, 2008 (8:30 AM – 4:00 PM)

HURRY!! -- CLASS SIZE LIMITED

WHERE: SAN ANTONIO FEDERAL BLDG

727 E. Durango St., Room B406 (4th Floor Conference Room)
SAN ANTONIO, TX 78206

JAIME HERNANDEZ San Antonio GSA AREA PROPERTY OFFICER

□ GSA Xcess® Property Disposal Solutions - A website designed for the Disposal of excess property. Learn how to report property and acquire or dispose of property no longer needed.

□ GSA Auctions® - A Website designed to provide agencies an avenue for the selling of excess property.

□ Computers for Learning - How agencies can transfer excess computer equipment directly to schools and the other services provided by GSA's Property Management Division.

□ Other topics: What GSA Does for You in Property Disposal. FMR Guidelines. The Responsibilities of Property Custodians. The Steps in Reporting Your Property. Legal Issues.



GSA GO-GREEN

KAREN BEYER

San Antonio, GSA Customer Service Director

□ Green Procurement: Want to improve the environment?? Then learn about GSA's "Green" initiatives to include: product recyclables, building, vehicles and what you can do to conserve. Discover: there is an executive order to be "Green", understand how GSA assists you in being "Green".

□ Green Procurement using GSA Advantage®! and Global Supply— Discover the GSA's "green" procurement to include explaining the executive order to be "Green"; understanding how GSA assists you in being "Green"; and learning how easy it is to buy "Green" using GSA Advantage! ® and Global supply.

JOANN DE JESUS

Ft. Worth, GSA Regional Account Manager

REGISTRATION FORM
Property Custodian 101

“FREE” SEMINAR

NO COST!!—(Except your travel & per diem)



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8:30am to 4:00 pm

SAN ANTONIO FEDERAL BLDG

**727 E. Durango Street Rm B406 (4th Floor Conf Room)
San Antonio, TX 78206**

NAME _____
AGENCY _____
ADDRESS _____
PHONE NO _____
FAX NO _____
E-MAIL _____

To REGISTER: Complete the above registration information and respond no later than WEDNESDAY May, 14, 2008, via email to Jaime.Hernandez@GSA.GOV. Or FAX your registration to (210) 509-0918. For more information, please contact

Jaime Hernandez, GSA Area Property Officer
(210) 509-3407

We appreciate your business and look forward to seeing you at the seminar.