



ASA HUTCHINSON
GOVERNOR

**STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT**



A.J. GARY
DIRECTOR

Eligibility Application Requirements

State Agencies

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Director/Senior Purchasing Agent/Equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
 - # of employees
 - Description of service provided to the state
 - List of locations and physical address for each
 - Background information about the agency (act forming agency, year formed, etc.)
 - Any additional information you wish to provide
 - Sign at the bottom

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process please feel free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

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