

## Surplus Buy

I receive a partially filled out form AFMC Form 813 from maintenance requesting a surplus buy from a vendor.

1. Go to the ILSmart website to verify this part number is actually available at this vendor. <http://www.ilsmart.com/>
2. Fill out section II of the form
  - a. Check “Acceptable “New/Unused” to the right of Govt Surplus
  - b. Check “P/N and MFG Verification “New/Unused to the right of Govt Surplus
  - c. Check “Acceptable “New/Unused” to the right of Comml Surplus
  - d. Check “P/N and MFG Verification “New/Unused to the right of Comml Surplus
  - e. Enter Cage code and P/N
  - f. In the remarks block type...
    - i. New/Unused surplus only. Must be accompanied by “Certificate of conformance” and must be in original packaging with part number clearly identified on part. Must be free of corrosion and undamaged.
  - g. In the justification block type...
    - i. All assets that are not accompanied by “certificate of conformance” and cannot be traced to original manufacturer will be returned to vendor.
  - h. Print name in the “Evaluator” and sign the “Signature” block. Enter office symbol, and phone number, and date

Fill out the “Safety of Flight Determination” form

- a. Verify information matches the AFMC Form 813
- b. Check the Source Acceptable: Yes
- c. Check the Safety of flight: No
- d. Check the Inspection level: Certificate of conformance
- e. Sight the reviewed by block, enter office symbol, and date.