

# Savannah State University

## Surplus Property Regulations for the State of Georgia

<http://surplusproperty.doas.georgia.gov>

### Property Disposal

Surplus Property assists state government in the disposal of unwanted personal property by redistributing it to state and local governments and eligible non-profit organizations.

A variety of disposal methods are available to serve your specific needs. Call Surplus Property at 770-414-6468 for the required prior approval and a transaction authorization number (e.g., "T" number, "R" number, "V" number, etc.). The Surplus Property Disposal Guide provides definitions and instructions for the following disposal methods:

- Direct Transfers
- Internet Sales
- Public Auctions
- Property Destruction Authorization
- Direct Negotiated Sales
- Vendor Return
- Disposal Resources

### Direct Transfers

Direct Transfers are used to move property from one state entity to another. This is state's most economical disposal method.

These transactions are authorized by Surplus Administration through the issuance of a "T" number. The "T" number enables the entity to remove the property from inventory.

Please fax your transfer request to the Surplus Administration Office at 404-463-2912. There may be a cost to the receiving entity. Vehicle transfers must be approved by DOAS Office of Fleet Management prior to requesting authorization from Surplus.

### Direct Negotiated Sales

Direct Negotiated Sales may be authorized for the sale of surplus property directly from a state entity to an eligible donee. The receiving party pays a service charge for this type of disposal.

These transactions are authorized by the Surplus Property administration staff through the issuance of a "DNS" number. The "DNS" number enables the entity to remove the property from inventory.

### Property Destruction

Property Destruction is authorized when it is in the state's best interest for the entity to destroy the property on-site. The request and approval for authorization must occur *prior* to destruction. Authorizations "after-the-fact" will not be issued.

These transactions are authorized by the Surplus Property administration staff through the issuance of an "AD" number. The "AD" number enables the entity to remove the property from inventory.

The Affidavit of Destruction form must be submitted to the Surplus Property administration staff after the property has been destroyed.

### **Affidavit of Destruction**

Form for documenting method used to destroy property that has been rendered totally unserviceable. (PDF, 229K)

## **Internet Auctions**

Internet Auctions are cost effective and offer the largest audience for marketing surplus property. These auctions are conducted through the Surplus Property administration staff by placing the item(s) on an Internet providers' Web site for sale to the public. The required procedure for Internet auctions is located in the Surplus Property Disposal Guide.

These transactions are authorized by the Surplus Property administration staff through the issuance of an "IS" number. Property will be listed on Donee site for 10 days prior to web listing. The "IS" number enables the entity to remove the property from inventory.

Please contact the Surplus Administration Office at 770-414-6468 for assistance.

## **Public Auctions**

**There are no live public auctions currently scheduled.**

Please visit our [e-auctions](#) for property currently available for auction to the highest bidder. This link is also available by clicking on the "Locate Property for Public Bid" from our home page.

Motor vehicles, heavy equipment, office furniture, and other surplus property that is not transferred to government entities or eligible nonprofit organizations is auctioned to the general public. Prior registration is required and bidders must comply with Terms & Conditions provided below.

### **Terms & Conditions**

Terms & conditions and buyer's agreement for public auction sales.

## **Vendor Return**

Vendor Return may be authorized when an entity chooses to return property to a vendor for a discount on the purchase of replacement property. The request must clearly demonstrate a financial benefit to the state.

These transactions are authorized by the Surplus Property administration staff through the issuance of a "V" number. The "V" number enables the entity to remove the property from inventory.

A "V" number is also used for Risk Management claims where the insurer retains the property as part of the settlement.

## **Disposal Resources**

The following disposal resources are available to assist state entities with property that is not eligible for disposal through DOAS Surplus Property. Companies on these lists are not under state or entity contract and are not endorsed by the Department of Administrative Services.

### **Battery Vendors**

Contact information for vendors who recycle used batteries.  
(MS Word 35K/3 pgs)

### **Environment, Health & Safety Online**

Scrap tire processors, solid waste inert disposal facilities, solid waste collection operations, & solid waste transfer disposal facilities are available under the "Hazardous Waste Management Branch" area of this Web site.

### **Pallet Vendors**

Contact information for vendors who recycle scrap pallets.  
(MS Word 41K/4 pgs)

### **Scrap Tires**

Web site for scrap tire vendors.

## **Property Redistribution**

DOAS Surplus Property oversees the redistribution of state and federal surplus property at a fraction of its original cost.

State surplus property is received from state entities once it is no longer needed by the owning agency. The property is displayed and made available to state and local governments, and certain eligible nonprofit organizations through the Surplus website.

Federal surplus property is received from the U. S. General Services Administration (GSA) and other federal entities for redistribution to state and local governments, and certain eligible nonprofit organizations. Federal surplus property is allocated by GSA on a competitive basis to all states.

The following resources can be used to search for available inventory.

### **Locate property for Eligible Donees**

A variety of property is available to eligible donees for redistribution. The list does not include all available inventory and items change frequently. It is in the state's best interest to dispose of surplus property by leaving it on-site, at its current location, rather than moving it to a Surplus Property center.

### **GSA Direct Donations**

Customers who are eligible for federal property may screen for property directly through GSAccess. Please contact Gary Parker @ 229-931-2407x 11 to request an access code, password, and instructions on utilizing GSAccess.

GA Department of Administrative Services

Surplus Property Division

1 Disposal Process Rev: 11/08

### **“Virtual” Surplus Disposal Process**

Virtual property disposal simply means that the asset will remain in place at the agency site rather than being sent to a Surplus Property warehouse facility. The changes in the disposal process in no way affect governing surplus laws. All actions must be authorized prior to the disposal. All financial transactions will be conducted by DOAS, and all transfers and negotiated sales customers must meet the eligibility criteria. While the warehouses are no longer accepting property, there is a surplus administration team in each region to manage the disposal process.

Surplus Property contact information:

Phone Email Fax

**Tucker** 770-414-6468 [northstar@doas.ga.gov](mailto:northstar@doas.ga.gov) 404-463-2912

Lisa Moghazy X201 [lisa.moghazy@doas.ga.gov](mailto:lisa.moghazy@doas.ga.gov)  
Patricia Bebley X200 [patricia.bebley@doas.ga.gov](mailto:patricia.bebley@doas.ga.gov)  
Detra McKinney X214 [detra.mckinney@doas.ga.gov](mailto:detra.mckinney@doas.ga.gov)  
Tashika Cullins X205 [tashika.cullins@doas.ga.gov](mailto:tashika.cullins@doas.ga.gov)  
Larita Smith X215 [larita.smith@doas.ga.gov](mailto:larita.smith@doas.ga.gov)  
Brenda Thomas X203 [brenda.thomas@doas.ga.gov](mailto:brenda.thomas@doas.ga.gov)  
**Americus** 229-931-2407 [weststar@doas.ga.gov](mailto:weststar@doas.ga.gov) 229-931-2408  
Gary Parker X11 [gary.parker@doas.ga.gov](mailto:gary.parker@doas.ga.gov)  
Donna Howard X10 [donna.howard@doas.ga.gov](mailto:donna.howard@doas.ga.gov)  
Donnie Rushing X13 [donald.rushing@doas.ga.gov](mailto:donald.rushing@doas.ga.gov)  
**Swainsboro** [eaststar@doas.ga.gov](mailto:eaststar@doas.ga.gov) 404-463-1817  
June Jones 478-289-2820 [june.jones@doas.ga.gov](mailto:june.jones@doas.ga.gov)  
Stephanie Bailes 478-289-2623 [stephanie.bailes@doas.ga.gov](mailto:stephanie.bailes@doas.ga.gov)

Aside from not moving the property, the most significant process change is shortening the cycle time for each step in the process. While redistribution will always be a priority for the surplus process, it is just as important that agencies are able to move the asset as quickly as possible. The overall disposal cycle time has now been reduced from an average of 45 days to approximately 15 days.

All property transactions begin with the Transfer request forwarded to the appropriate regional Surplus Property office. There are three regions; Tucker (north), Swainsboro (east), and Americus (west). The Surplus Transfer Authorization Request (STAR) email address has been revised to include boxes for each region to receive disposal requests:

[northstar@doas.ga.gov](mailto:northstar@doas.ga.gov) Tucker region (this replaces the original "star" address)  
[eaststar@doas.ga.gov](mailto:eaststar@doas.ga.gov) Swainsboro region  
[weststar@doas.ga.gov](mailto:weststar@doas.ga.gov) Americus region

**With the new Surplus Property business model, it is important that requests and information are sent to these e-mail addresses. The emails have been developed to allow multiple surplus staff access to the in-box. This will ensure that requests are not detained if staff in one region is unavailable.**

**Surplus Property is still responsible to direct the appropriate and equitable redistribution and disposal of assets.** The process flow is attached but the basic steps are as follows:

1. Agency sends request to appropriate Surplus Property regional office
2. Region will direct transfer or negotiated sale based on known customer requests
3. If the Fair Market Value (FMV) is  \$20.00, issue Destruction Authorization
4. If it is electronic equipment, it will be removed by a vendor (is this true regardless of the FMV?) (See below.)
5. Property that has not immediately been redistributed, destroyed or picked-up will then be posted to the Surplus web site for five (5) days for redistribution offering.  
*This will require agencies to supply Surplus Property with digital photos and accurate descriptions for items being posted.*

6. If not redistributed and the FMV is between \$20 - \$50, Surplus Property will initiate "Buy it Now" fixed price on-line sale with 3-5 business day posting (this may require up to 7 calendar days depending on the starting day)
7. If not redistributed and the FMV >\$50, Surplus will initiate a regular Internet sale 3-5 business days (this may require up to 7 calendar days depending on the starting day)
8. Items that are not sold will be picked up by a scrap or e-scrap vendor

### Electronics Disposal

Electronics disposal poses special environmental and legal concerns to the state.

In order to streamline the process, the following procedures are effective November 4, 2008: Agencies will complete the disposal request for electronics and send it to the appropriate Surplus Property region

Item descriptions and counts must be accurate to the piece (i.e. Dell Optiplex 745, Qty: 25)

Whenever possible, material should be palletized and wrapped for shipping

Surplus Property regional office will notify the vendor of a pick-up

Vendor will contact the agency within 2 business days and schedule a pick-up time

Vendor will pick-up the material within 10 business days

The vendor is bonded for the removal and destruction of all hard drives. Agencies are not required to remove data storage devices from electronics unless the agency is "funded" and opts to conduct on-site sale of the material. If this is the case, all data storage devices must be removed and rendered unreadable. Agencies are encouraged to allow the vendor to remove and destroy the data storage devices from electronics.

**It is now particularly important that agencies not add or remove any property once the vendor has been notified.** The transaction would be voided since the counts would be different than what was reported by the agency initially. The assigned transaction number is the agency's authorization to remove the inventory from their records. If the final count returned to Surplus Property from the vendor is different than what the agency reported, the transaction will be voided. This process creates the same audit trail as the Affidavit of Destruction and it must be accurate. The count also provides the necessary information to the vendor in order to plan the pick-up efficiently.

### Vehicle Disposal

Surplus is in process of negotiating with several disposal vendors for vehicles. Surplus Property can dispose a vehicle just like any other asset. If an agency can no longer store a vehicle, please send the disposal request to their regional Surplus Property office. The staff will work with each agency to determine the best solution for disposal.

## Procedure to Surplus Property

**When requesting to surplus property the agency must fax or email to their regional Surplus Center the following:**

- A Transfer form in [PDF](#) or [Word](#) signed by the Property Coordinator
- [Market quality photos](#) of the property
- Description of the property
  - Quantity
  - Condition
  - Measurements – width, depth, height
  - Color
  - Model and serial number if applicable

Items are made available to eligible Donees (State, Local Government or Non-Profit agency), listed on the Surplus Property website for 5 business days at [www.surplusproperty.doas.ga.gov](http://www.surplusproperty.doas.ga.gov) under the link Locate Property for Eligible Donee.

Property not redistributed to an eligible Donee is offered for sale to the general public by way of an online public auction using a commercial internet vendor. Your agency's contact person (as listed on the Transfer Form) will be notified by e-mail if/when the property is posted for public bid. The e-mail notification will specify the internet vendor, sale number, and posting and closing date.

### **Upon Transfer to the Donee or Public Buyer**

The customer must present a bill of sale from DOAS Surplus. This is your authorization to release the Property. Do not release the Property otherwise.

- Have the customer present a bill of sale
- Give the property to the customer
- Email or fax a copy of the Bill of Sale signed by the customer to your regional Surplus center

Surplus will return a signed copy of the Transfer Form to you once these documents are received. The Transfer Form with the signature of a Surplus Representative, along with a copy of the Bill of Sale signed by the property recipient, will be your authorization to remove the property from your inventory records.

### ***Photo Recommendations***

1. Take the pictures on the lowest density setting for your camera. This is the setting that allows the most pictures to be taken. Software for editing photos should be loaded onto your PC, which should be included with your camera. In case you cannot find this software, one of the easiest photo editing programs comes on the Microsoft Office CD and it is named Microsoft Photo Editor. This software is not installed automatically when Microsoft Office is installed. Microsoft Photo Editor requires explicit selection to install.
2. Designate a **staging area** when ever possible. This area should allow pictures to be taken without other items in the background. The background should not have activity and should be fairly clear. For example, when taking vehicle pictures, other vehicles should not be in the background or office furniture should capture only the items being sold (whenever possible). This will prevent any misrepresentation of items advertised in pictures verses those actually being sold.
3. Any **lighting** or sun should be behind the camera.
4. Please make notes about the item as photos are taken.
  - Any noticeable damage, scratches, dents, missing parts, etc.

5. **Views:**

Take one picture from front, back, side view and on top (tables, desk, etc.) Take one picture of the inside if applicable. Example: vertical storage cabinets with doors open. Take a picture of any special items you may want to feature. Clean the inside of unnecessary trash prior to taking photos.

**Other Items** – take as many views as necessary to accurately show the item.

6. Record **picture numbers** from camera on the Inspection Form. This is an important step that will allow you to quickly identify the desired pictures for uploading.
7. Edit pictures for size. The limit for the size of each picture is 1MB.
8. The picture format must be JPEG format. The corresponding file extension is .jpg.
9. Location for storing pictures. When pictures are stored on your PC, designate folder(s) to store the pictures. You will need to navigate to this **folder name** to upload pictures.