



Enterprise Learning



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Surplus Property



## Vehicle Disposal Training



# Surplus Property



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Your Presenter



[lauren.jones@doas.ga.gov](mailto:lauren.jones@doas.ga.gov)  
Property Disposal Specialist  
Surplus Property Division  
404-656-8398

- Surplus disposal assistance
- AssetWorks training



# Surplus Property



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Before We Start



Set your cell phone to vibrate



Don't text and learn



Ask questions during the presentation

# What We Are Covering Today

## Agenda

- What is Surplus Property
- How to Sign up for Assetworks
- How to Surplus a Vehicle
- Disposal Request Tip
- Assetwork Entry Examples
- How to Request Property



### **Surplus Property**

responsible for the identification and disposition of state and federal surplus property to state and local government & nonprofits.

### **AssetWorks**

a system that provides a comprehensive solution for managing surplus assets from acquisition through redistribution, sale, or disposal.



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# What is Surplus Property

Surplus Laws & definition

# What is Surplus Property?

## Surplus Property

Responsible for the disposal of Georgia's surplus personal property and is the General Services Administration's (GSA) partner for accessing federal surplus.

Access to this program is controlled through state and federal regulations.

## Pertinent Laws

Surplus Property pertinent laws are generally set forth in the Official Code of Georgia Annotated (O.C.G.A.) 50-5-140 through 50-5-146.

## Mission of the Department of Administrative Services (DOAS)

To ensure the equitable and appropriate redistribution and disposal of Georgia state and federal personal property to state and municipal government entities, and eligible nonprofit organizations.

# What is Surplus Property

## Surplus Property is

- **Personal property** that the state no longer requires.
- Any fixed or movable tangible property
  - Used for operations
  - Non-Consumable
  - Benefit extends beyond 1 year
  - Capitol asset, acquisition cost  $\geq$  \$5,000



- Surplus is **not** real property
- Title determines ownership, not fund source



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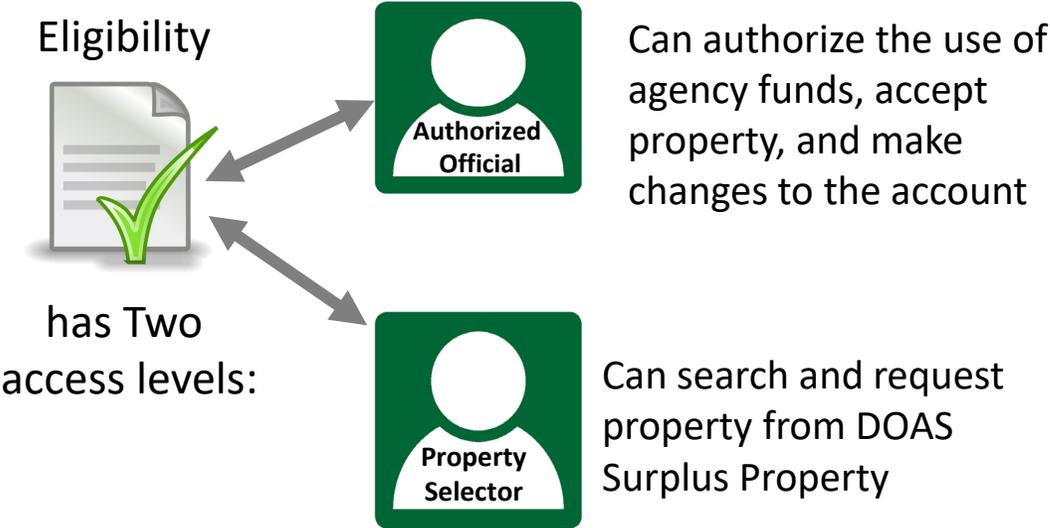
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# How to Sign up

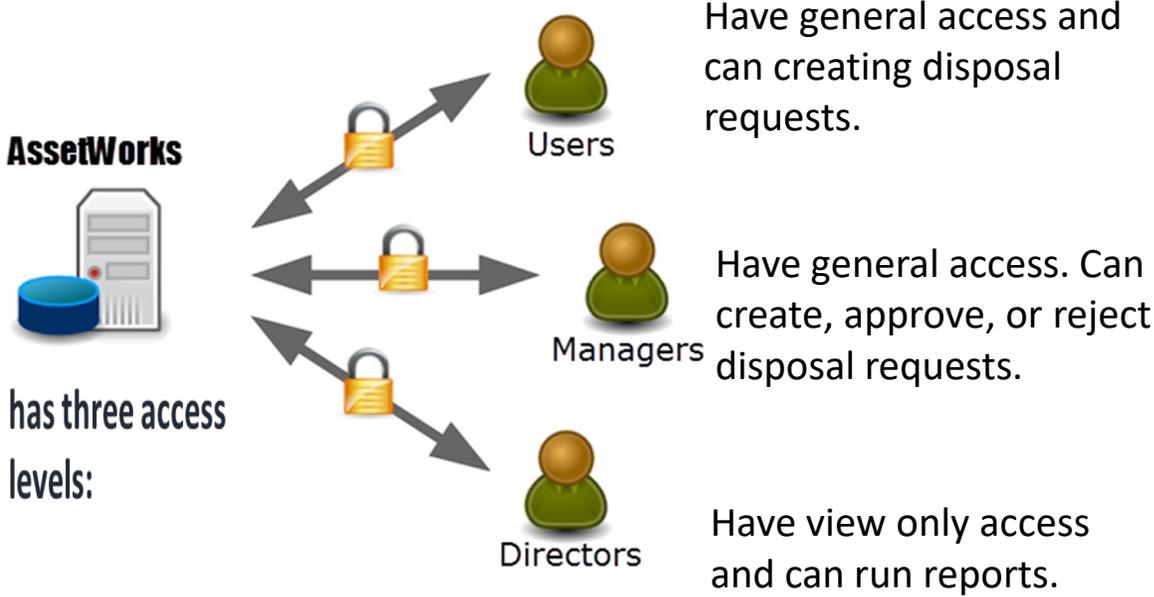
Gain access to AW & make changes to agency surplus account.

# Understanding Eligibility & Assetworks

**Eligibility** is who in your agency can accept property, search for property, and make changes to the account.



**AssetWorks** lets us know who is designated to submit and approve property for disposal within your agency.



# Agency Change Request Form

**Agency Change Request form** is used to add or delete individuals on the Eligibility or Assetworks account.

The **top** section allows you to add or remove individuals from **Eligibility account**

The **bottom** section allows you to add or remove individuals from **AssetWorks**.

Website: <http://doas.ga.gov/surplus-property> . Click on State Property Disposal>Surplus Forms & Documents.

**Agency Change Request**

 GA Department of Administrative Services, Surplus Property  
200 Piedmont Avenue, Suite 1802 West  
Atlanta, GA 30334-9010

Agency: \_\_\_\_\_

**Update Business Address:** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Update Mailing Address:** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Updates to Certifying Officials and Property Selectors:** (This section is for updates to personnel that shop for and purchase surplus property.)

Action	Last Name	First Name	Title	Phone	Email	Authorization
Choose an action.						Property Selector
Choose an action.						Choose an item.
Choose an action.						Choose an item.
Choose an action.						Choose an item.
Choose an action.						Choose an item.

**Updates to personnel that login to AssetWorks (all fields required):** (This section is for updates to personnel that transfer surplus property to DOAS for reuse or disposal.)

Action	Employee ID	Last Name	First Name	Phone	Email	Profile	Site Number
Choose an action.						Select Profile	
Choose an action.						Select Profile	
Choose an action.						Select Profile	
Choose an action.						Select Profile	

\*Additional actions listed on next page

Signature of Certifying Official \_\_\_\_\_ Date \_\_\_\_\_

Sign and fax your request to 404-463-2912.  
AgencyChangeRequest.doc

Notes: Property Selectors may obligate the agency for Procurement of surplus property; Certifying Officials have this authority and may make changes to the agency selector list.  
Site Managers can approve property for disposal; Site Users can create surplus transfer requests. Site Directors have view only access to the AssetWorks system; individuals in all roles will receive agency wide communications from Surplus.

Rev: 12/16

# Annual Update

## All State Agencies

- Are required to update their account with Surplus **Annually**.
- Are notified by email to complete the *designation of certifying officials and property selectors & Non-discrimination assurance* page in the **Eligibility Application**.
- Must submit completed forms to Eligibility Specialist Aliyah Gafoor at [Surplus.Property@doas.ga.gov](mailto:Surplus.Property@doas.ga.gov)



This form may also be required if all authorizers listed on the account are no longer with the agency.

GA Department of Administrative Services  
200 Piedmont Ave SE, Suite 1802 West Tower  
Atlanta, Georgia 30334-9010  
404-657-8544 Fax 404-463-2912  
www.doas.georgia.gov

**DESIGNATION OF CERTIFYING OFFICIALS AND PROPERTY SELECTORS**

Name of Organization: \_\_\_\_\_

Certifying officials have authority to conduct all matters of business pertaining to the account of surplus property acquired through the Georgia State Agency for Surplus Property. They are designated to execute distribution documents binding the donee to the terms and restrictions applying to property obtained through the agency. This list will be updated annually. The certifying official is responsible for notifying the state agency if there is a change in the type of organization. Individuals not listed will be required to have written authorization from a certifying official to access to surplus property. Certifying officials are responsible for appointing property selectors.

Mark the "Notify" box for individuals who will be placed on the distribution list for surplus property. Email address is required to receive this information.

Name	Title	Telephone	Notify

Property selectors only have authority to acquire property from the Georgia State Surplus Property. (Use additional pages if needed.)

Name	Title/Unit	Telephone

Date: \_\_\_\_\_ CERTIFYING OFFICIAL (SIGNATURE)

Date: \_\_\_\_\_ CERTIFYING OFFICIAL (SIGNATURE)

GA Department of Administrative Services  
200 Piedmont Ave SE, Suite 1802 West Tower  
Atlanta, Georgia 30334-9010  
404-657-8544 Fax 404-463-2912  
www.doas.georgia.gov

**NON-DISCRIMINATION ASSURANCE**

**LEGAL NAME & MAILING ADDRESS OF APPLICANT'S ORGANIZATION**

Name of Organization \_\_\_\_\_

Mailing Address (P.O. Box, Street, City & State, Zip Code) \_\_\_\_\_

Street Address/Location (If different from mailing address) \_\_\_\_\_

County \_\_\_\_\_ Telephone \_\_\_\_\_

The Donee, \_\_\_\_\_  
NAME OF ORGANIZATION

I, \_\_\_\_\_, hereby agree that the program for or in connection with which any property is donated to the Donee will be conducted in compliance with, and the Donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the Donee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2 OR 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity for which the Donee receives Federal Assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The Donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the Donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and this agreement shall be binding upon any successor in interest of the Donee and the word "Donee" as used herein includes any such successor in interest.

Date: \_\_\_\_\_ CERTIFYING OFFICIAL (SIGNATURE)



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# How to Surplus a Vehicle

Surplus Process and Disposal Methods

# Vehicle Disposal Types

**Surplus uses these methods when disposing of vehicles.**

State Property Vehicle Disposal Types		
Type	To	Notes
Redistribution	Transfer (T)	State Agency No cost between agencies. <i>*DOAS Fleet must approve.</i>
	Direct Negotiated Sales (DNS)	Eligible Local Government or Nonprofit Always a charge to recipient. <i>*DOAS Surplus determines fee.</i>
	Vendor Return (V)	Authorized Vendor Insurance vendor pick up. <i>*Must have Surplus authorization before removal.</i>
Public Sale	Internet Sale (IS)	Actual sale of item to the public. GovDeals & Public Surplus auction site. <i>*Vehicle remains at location until sold.</i>
	Live Auction (T)	State employees may participate. Vehicle auction at State contract vendor (IAAI & AAA). Can be picked up or dropped off. <i>*if pick up, agency responsible for towing fee.</i>

# Surplus Timeline



Agency designated  
Property Coordinator

Asset system used to  
dispose of State  
Property

DOAS Surplus  
Property

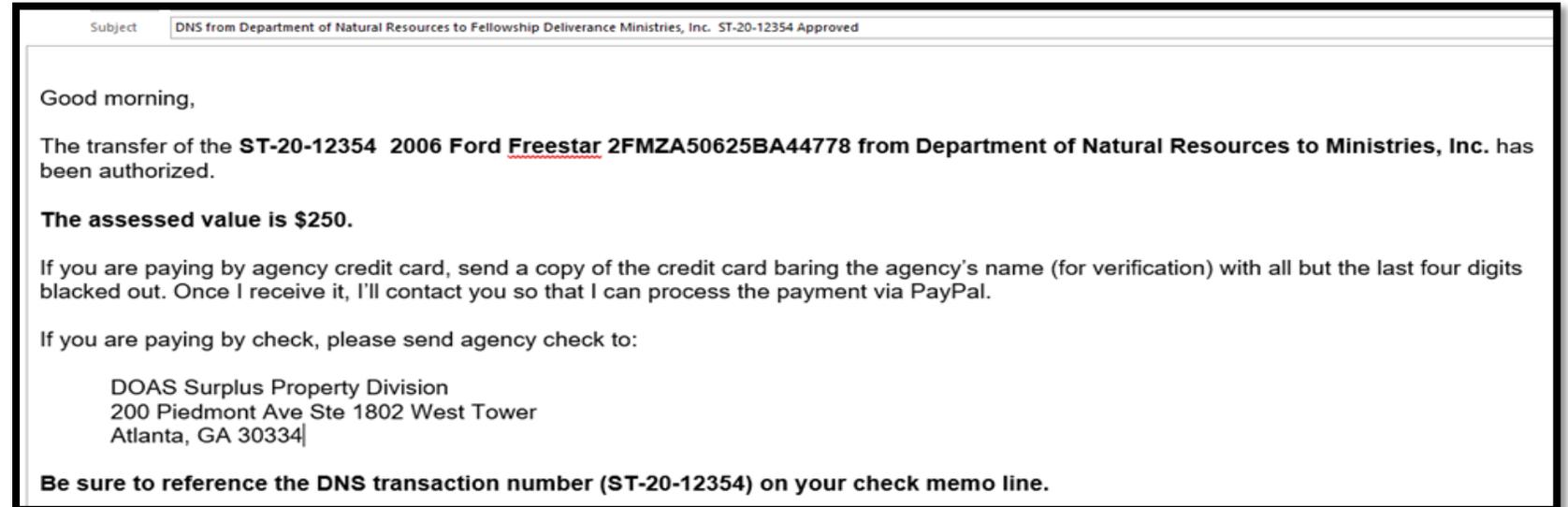
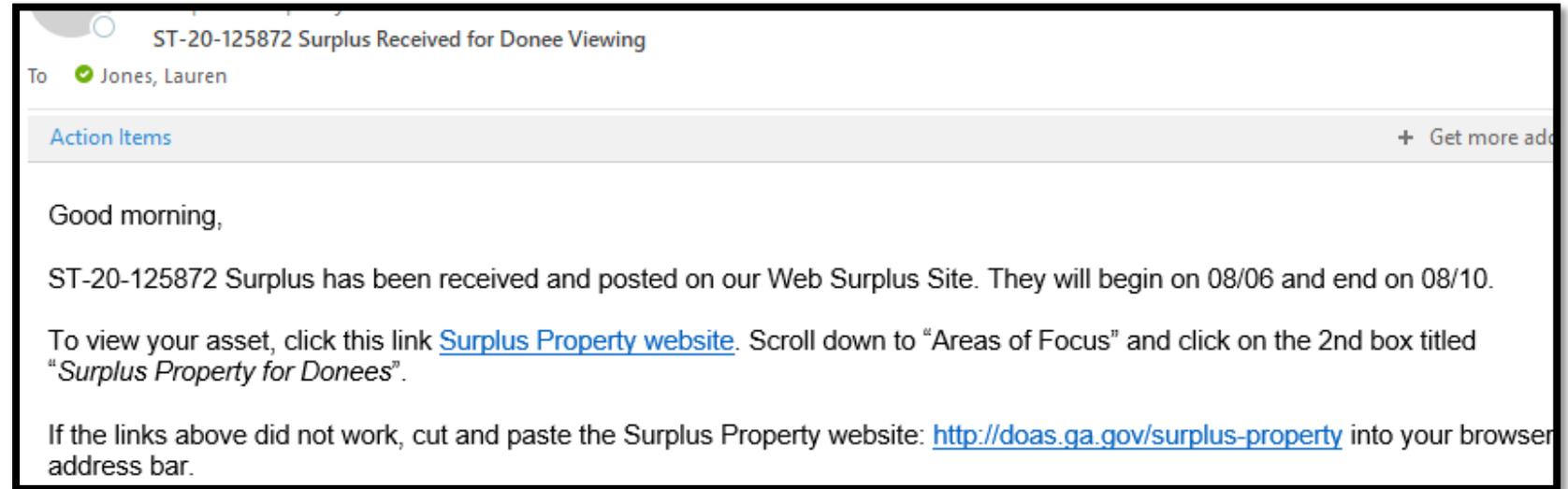


← Average processing time 10-17 business days →

# Confirmation Emails: Authorization & Posting

For received request, the location contact listed will receive an email from Surplus Property advising that request was received & processed.

- For IS & T posting information.
- DNS authorization approval
- VR & T to T authorization to remove.



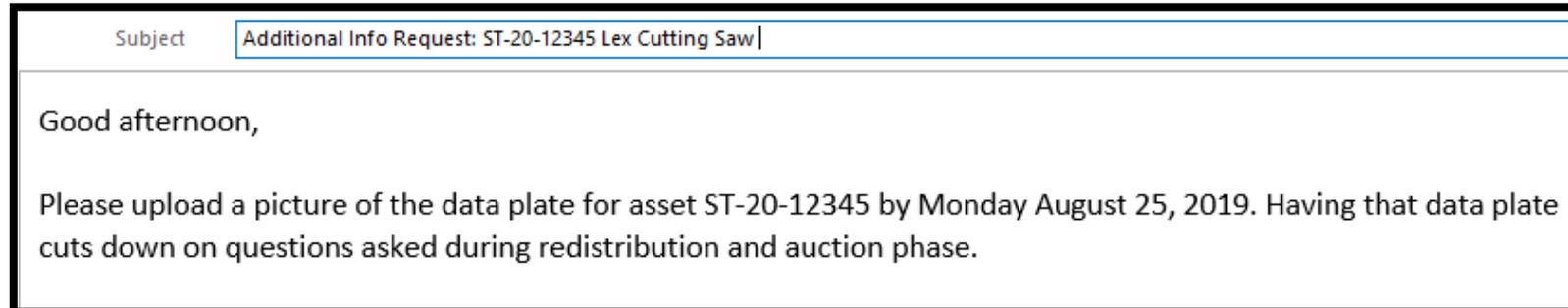
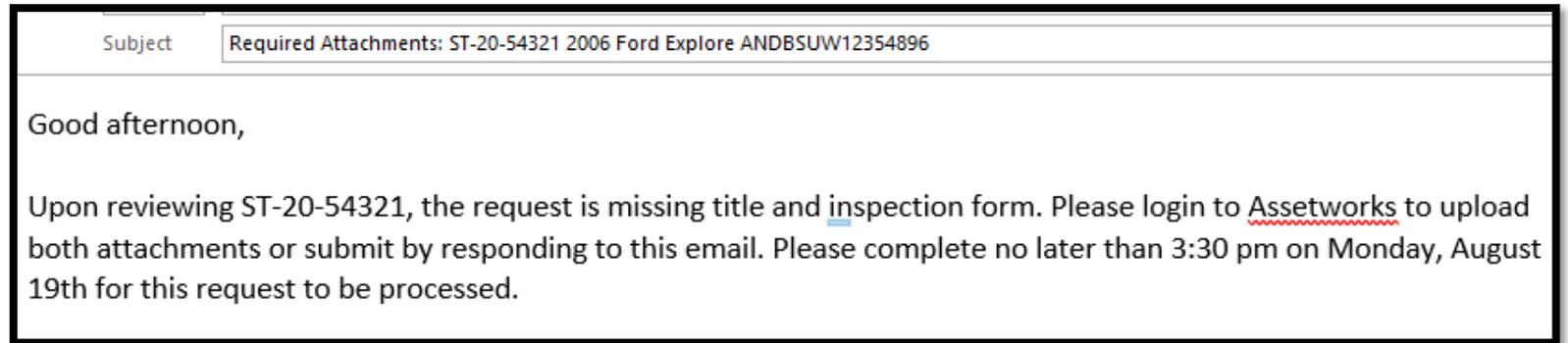
# Additional Info Request

If required attachments are missing or additional information is needed to process your request, Surplus will email or call the contact listed.

Agency will have **two days** to submit requested info or make corrections to request.



If not received, items will be voided and have to be reentered with the requested info.



# Confirmation Emails: Bill of Sale

Once the property has been redistributed or sold, Surplus Property Division processes the payment which creates the State Bill of Sale. The Bill of Sale is:

- Emails are sent to the Buyer and your location contact.
- Buyer must present to pick up and leave a sign copy with the agency. Keep for your agency records.
- The Surplus Property Division assumes that all sales are complete once Bills of Sale are dispersed to location contact.
- Report any remaining “post sale” assets promptly to the Surplus Property Division for consideration of further disposal methods.

Subject: Bill of Sale for Bill Jones AW 12345 -GD 5678

Attached: Bill of Sale for Bill Jones AW 12345- GD 5678.pdf 147 KB

Congratulations!

To schedule your pick up appointment, first contact **Dede Portwood at 706-646-7654**.

Attached is your bill of sale. Click on the document to open it and print it. Please take this document with you to pick up your property. Leave a signed copy of the bill of sale with the releasing agency.

**\*\*\*Note:** The Buyer is required to make all arrangements and perform all task needed, including packing, loading and transportation, for removal of the property. If someone other than the Buyer listed on the Bill of Sale picks up a vehicle, in addition to the Bill of Sale they must have a Power of Attorney, executed by the Buyer to remove a vehicle. <https://dor.georgia.gov/power-attorney-usage>.

To schedule your pick up appointment, first contact Lauren Jones at 404-657-8544

Georgia Department of Administrative Services  
 Ann. Fiscal Service - AR  
 200 Piedmont Ave SE, Suite 1802  
 West Tower, Atlanta, Georgia 30334-5010  
 Tel: (404) 657-5944  
 Fax: (404) 463-2912

**STATE BILL OF SALE**  
 Tuesday, September 17, 2019

The State of Georgia certifies that the item(s) described herein are the property of the State and has been sold and transferred this date to:

ACCOUNT NO. xxxxxxxxxxxxxx  
 Representative: DAN WALL  
 Telephone: (228) 783-2752 Email: DCCOWER@YAHOO.COM  
 Donee: PUBLIC SALES DIVISION Address: 200 Wall Ln  
 Atlanta GA 31643

State Tax ID#:  
 Tax Exempt Certificate #:

Lot No.	Transaction No.	Auction No.	Sales Vendor	County of Tax	City of Tax
	56053	23779	COVDEALS	HALL	CAINESVILLE

Asset Number	Qty	Description of Property	Unit	Total
ST-20-10835-001	1	2002 Ford Taurus LX 1FAPF2U32A206569 (125-3823	\$519.99	\$519.99

Payment Info

SubTotal	\$519.99
County Tax%	0.00%
City Tax%	0.00%
Total Cost	\$519.99
Amount Paid	\$519.99

Method of Payment: PayPal  
 Ck/Batch No.:  
 DDP No.:  
 Disposing Entity: 48400000-013  
 Sale Staff: DEANDREA

Received: \_\_\_\_\_  
 Date: \_\_\_\_\_

All sales are conducted as is, where is, without any warranty and are final.

Rev: 06/12  
 Page 1 of 1

PRINT CLEAR

Georgia Department of Revenue - Motor Vehicle Division  
 Limited Power of Attorney - Motor Vehicle Transactions

SUBMISSION OF THIS FORM MUST BE ACCOMPANIED BY A COPY OF THE APPOINTED ATTORNEY-AT-LAW'S DRIVER'S LICENSE OR STATE-ISSUED IDENTIFICATION.

This form can be electronically completed and printed for signing and submission from the Department of Revenue website: [www.dor.ga.gov](http://www.dor.ga.gov)

Buyer's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Buyer's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Notary Public Name: \_\_\_\_\_  
 Notary Public Address: \_\_\_\_\_  
 Notary Public Phone Number: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Notary Public Seal Number: \_\_\_\_\_

Notary Public Commission Expires: \_\_\_\_\_

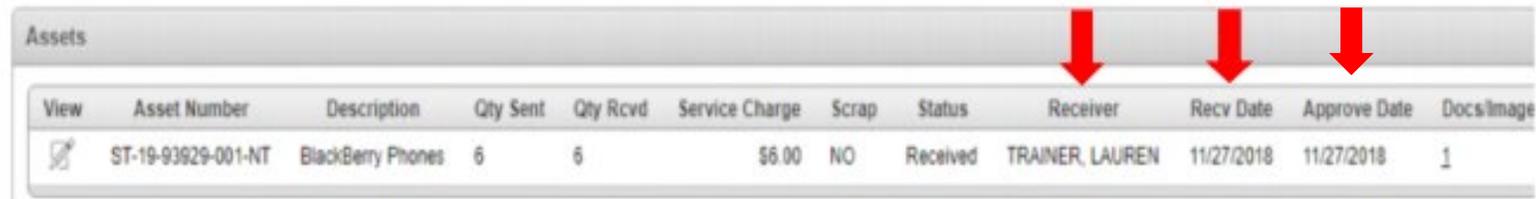


Power of Attorney required for pick up on behalf of public sales buyers.

# Check Surplus Status

To check the status of a Surplus Request:

First check to see if request has been approved & received.



View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Image
	ST-19-93929-001-NT	BlackBerry Phones	6	6	\$6.00	NO	Received	TRAINER, LAUREN	11/27/2018	11/27/2018	1

If no email confirmation was received, contact the Surplus agent listed under receiver via phone **404-657-8544 #2** or email at [Surplus.property@doas.ga.gov](mailto:Surplus.property@doas.ga.gov).



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# Disposal Request Tips

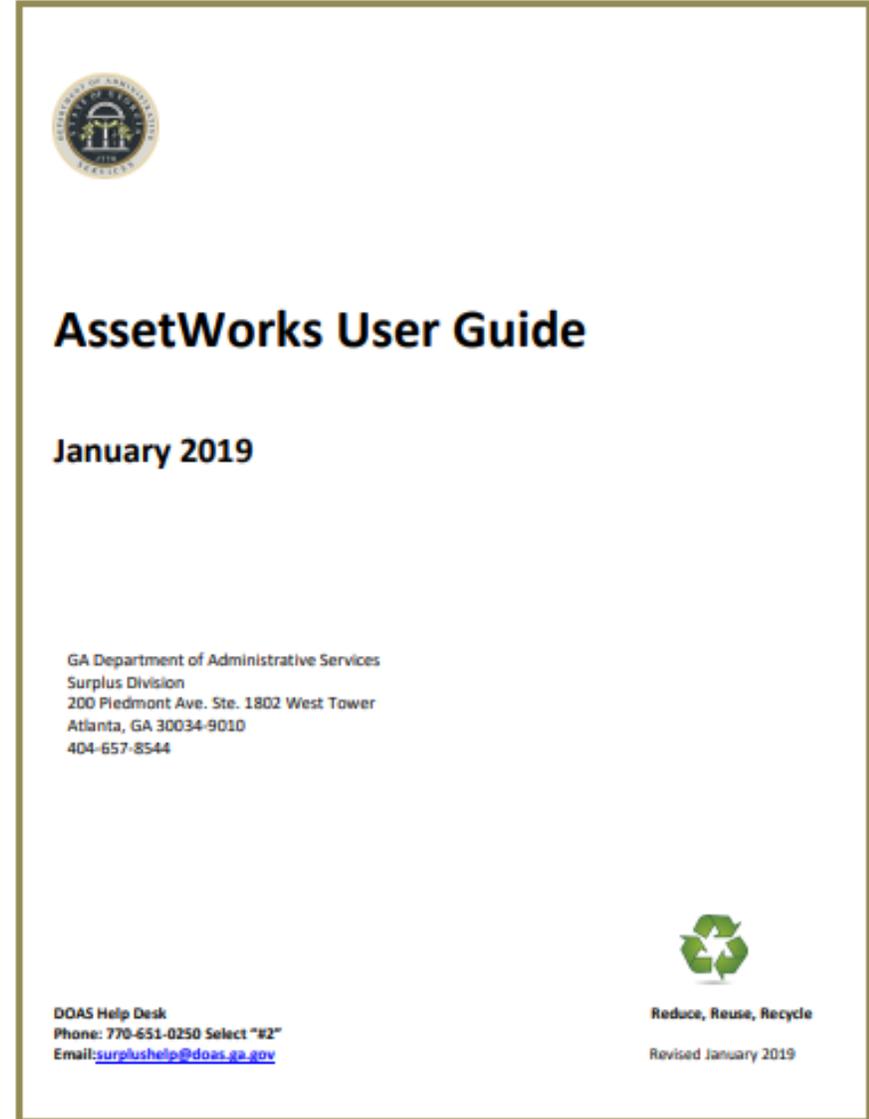
# Assetworks Help

Download a copy from the Surplus Website at <http://doas.ga.gov/surplus-property>

Click on State Property Disposal > Property Disposal Resources > Assetworks User Guide



GA state agency user instructions for disposing of property through Asset Works application



# Disposal Request Tips

When Creating a Surplus request, select the correspondent disposal method.

## Acceptable Disposal Methods:

- **Transfer**
- **Direct Negotiated Sale**
- **Vendor Return**
- **Internet Sale**

### ▼ Create Surplus

From Site \* 00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES - SURPLUS DIVISIC 🔍

Method \*

#### -- Property Location and Contact Information --

Address 1 \*

Address 2

City \*

State \*

County \*

Zip \*

Contact Name \*

Contact Phone \*

Contact Email \*

#### -- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

Create

- Transfer (T) ▼
- Ad Hoc Invoice (AHI)
- Direct Negotiated Sale (DNS)
- Disposal Authorization (AD)
- Electronics Disposal (ELC)
- Intergovernmental Agreement (IGA)
- Internet Sale (IS)
- Public Sale - Other (PSO)
- Retail Sale (RS)
- Scrap (Recycle) Sales (SRS)
- Transfer (T)
- Vendor Return (V)



The Surplus Property Manual provides definitions for each method.

# Disposal Request Tips

> Search Surplus

> Adhoc Search Surplus

▼ Create Surplus

From Site \* 00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES - SURPLUS DIVISIO 🔍

Method \*

**-- Property Location and Contact Information --**

Address 1 \* 200 Piedmont Avenue

Address 2 West loading Dock

City \* Atlatna

State \* GEORGIA ▼

County \* FULTON ▼

Zip \* 30334

Contact Name \* Lauren Jones

Contact Phone \* 678-549-3791

Contact Email \* lauren.jones@doas.ga.gov;Surplus.property@doas.gov

**-- Receiving Agency --**

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

Create

Put **actual location** of the property. List person to **contact for inspection** and to receive **follow up emails**.

Fill out the **Receiving Agency** field when using the methods T, DNS, or V.



**Tips**  
Multiple emails can be added to receive follow up info.

# Disposal Request Tips

**NSN Group Code** is the category for each asset. This aids in searching for property and Fleet reports.

Select the appropriate category, then complete each field describing the asset.



**Tips**

## Vehicle NSN Codes:

- 2310 - PASSENGER MOTOR VEHICLES
- 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED
- 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)
- 2330 - TRAILERS

Insert Surplus Asset

Close Save & Same Save & New Save & Done

Asset Number \* [AUTO-ASSIGN] -- Acquisition --

NSN Group Code \* Accounting Date \*

Description \* 1510 - AIRCRAFT, FIXED WING (1510)

Site \* 40 1520 - AIRCRAFT, ROTARY WING (1520)

-- Summary -- 1525 - COMBAT AIRCRAFT

Condition \* 1925 - SPECIAL SERVICE VESSELS (1925)

VIN \* 1940 - SMALL CRAFT (1940)

Make \* 2200 - RAILWAY EQUIPMENT (INCLUDES CARS AND OTHER RAIL EQUIPMENT)

Model \* 2310 - PASSENGER MOTOR VEHICLES (2310)

Model Year 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED (2320)

Serial Number 2400 - TRACTORS (WHEELED)

Odometer 2800 - ENGINES (NON-ELECTRIC)

Odometer UoM More Results Exist...

Claim Number



# Why Surplus ask for Signed Titles?

- To ensure titles are signed in the correct place, Surplus will ask for a copy of the signed title back
- Instructions for completing title are found in Surplus Property Manual section 13.5.



- A incorrectly signed title will cause delays or void with the submitted request.

ASSIGNMENT AND WARRANTY OF TITLE BY OWNER

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on title application form and filed within 90 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to Motor Vehicle Services within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.

PURCHASER'S LEGAL NAME: John Doe  
 STREET OR R.F.D. NO.: 4268 Rain Road  
 CITY, STATE & ZIP CODE: Atlanta, GA, 30334  
 COUNTY OF RESIDENCE: Fulton  
 DATE OF SALE/TRANSFER: 09/15/2019

ODOMETER READING: NO TENTHS  
 ODOMETER STATEMENT:  1. The odometer reading stated is in excess of its mechanical limits  
 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

TRANSFEROR'S (SELLER'S) PRINTED NAME: Dept. Of State  
 TRANSFEROR'S (SELLER'S) SIGNATURE: Julie Andrews (agent for)  
 TRANSFEREE'S (BUYER'S) PRINTED NAME: John Doe or John Doe for CarMart Inc  
 TRANSFEREE'S (BUYER'S) SIGNATURE: [Signature]

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK

PURCHASER'S LEGAL NAME: \_\_\_\_\_ PURCHASER'S ADDRESS: \_\_\_\_\_ COUNTY OF RESIDENCE: \_\_\_\_\_

DEALER'S PERMANENT ID NUMBER OR DEALER'S MASTER TAG NUMBER: \_\_\_\_\_ UNAUTHORIZED USE MAY LEAD TO PROSECUTION REGISTERED DEALER'S NAME: \_\_\_\_\_

ODOMETER READING: NO TENTHS  
 ODOMETER STATEMENT:  1. The odometer reading stated is in excess of its mechanical limits  
 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

TRANSFEROR'S (SELLER'S) PRINTED NAME: \_\_\_\_\_ TRANSFEROR'S (SELLER'S) SIGNATURE: \_\_\_\_\_  
 TRANSFEREE'S (BUYER'S) PRINTED NAME: \_\_\_\_\_ TRANSFEREE'S (BUYER'S) SIGNATURE: \_\_\_\_\_

PURCHASER'S LEGAL NAME: \_\_\_\_\_ PURCHASER'S ADDRESS: \_\_\_\_\_ COUNTY OF RESIDENCE: \_\_\_\_\_

DEALER'S PERMANENT ID NUMBER OR DEALER'S MASTER TAG NUMBER: \_\_\_\_\_ UNAUTHORIZED USE MAY LEAD TO PROSECUTION REGISTERED DEALER'S NAME: \_\_\_\_\_

ODOMETER READING: NO TENTHS  
 ODOMETER STATEMENT:  1. The odometer reading stated is in excess of its mechanical limits  
 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

TRANSFEROR'S (SELLER'S) PRINTED NAME: \_\_\_\_\_ TRANSFEROR'S (SELLER'S) SIGNATURE: \_\_\_\_\_  
 TRANSFEREE'S (BUYER'S) PRINTED NAME: \_\_\_\_\_ TRANSFEREE'S (BUYER'S) SIGNATURE: \_\_\_\_\_

LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE  
 The lien/security interest holder must be shown on the title application

LIEN/SECURITY INTEREST HOLDER'S Name: \_\_\_\_\_  
 LIEN/SECURITY INTEREST HOLDER'S Address: \_\_\_\_\_

ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 3 years.

NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE



1. **Transferor (Seller's) first line- Print Agency Name. \*Must match name on Title Front**  
**Transferor's (Seller's) Second line- Agency Authorized Rep signs.**
2. **Buyer Info- At time of pick up, fill in purchaser info (legal name, address, county, & date of sale)**  
 Please verify info with buyer.  
**\*Name must match name on Bill of Sale**
3. **Buyer Signature- Print purchaser name. If sold to Company put Buyer's name "for Company".**  
**\*Buyer must sign their own name.**



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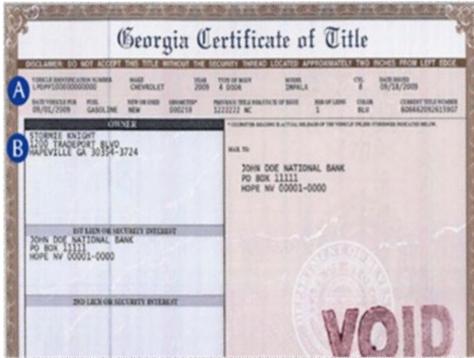
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# AssetWorks Entry examples

How disposal request should look

# Required Attachments

In order for Surplus to process a vehicle disposal request, the following is required depending on disposal type:



## Proof of State ownership:

- Title  
( must be in disposing agency name)
- Certificate of origin
- Vehicle registration  
(Only vehicles that do not require a title in GA. See DOR website.)
- Donation letter
- Purchase Order
- Legal document showing State ownership.

\* Always required regardless of disposal type.



## Photos:

- Front Corner, shows front & drivers side
- Back Corner, shows rear & passenger side
- Engine compartment
- Interior ( front & back)
- Other photos with defects/damage

**Vehicle inspection form to list detailed condition of vehicle.**

Code	Quantity	Unit Price	Total	Note
Quantities 87PM Office	4	3,000	12,000	0112 01 0013 03
Quantities 87PM Office	4	3,000	12,000	0112 01 0013 03
Total Billing amount			14,000	

**A quote listing trade in value.**  
Or  
**Email from insurance vendor listing claim info and pick up details.**

# Entry Example-Transfer

**Define:** State to State Agency.

**Method:** T for Transfer

**Property Location & Contact:**

Enter physical address of vehicle.  
Contact is person available for pickup.

**Receiving Agency Section:**

enter recipient agency info.

\*Contact must be authorized on account. DOAS will verify.

Surplus Detail	
Surplus Number	ST-20-106653
Creation Date	09/09/2019
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A
From Person	JONES, LAUREN
Method	T
<b>-- Property Location and Contact Information --</b>	
Address 1	200 Piedmont Ave
Address 2	West Tower Loading Dock
City	Atlanta
State	GEORGIA
Zip	30334
County	FULTON
Contact Name	Lauren Jones
Contact Phone	404-656-8398
Contact Email	lauren.jones@doas.ga.gov
<b>-- Receiving Agency --</b>	
Agency Name	Department of State
Receiving Address	
Receiving Contact	Mary Jones
Receiving Phone	404-656-7895
Receiving Email	Mary.Jones@sog.ga.gov



Transfer are to GA State Agencies Only.

**DOAS Fleet must approve** the transfer before Surplus can process the request. Approval based on [vehicle matrix](#) and other criteria.

# Entry Example-Transfer

**Insert Surplus Asset**

Close Save & Same Save & New **Save & Done**

Asset Number \* [AUTO-ASSIGN]

**NSN Group Code \* 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER)**

**Description \* 1994 Ford Super Wagon Van 1FBJS31G5RHB71409**

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Summary --**

Condition \* Fair

VIN \* 1FBJS31G5RHB71409

Make \* Ford

Model \* Super Wagon

Model Year 1994

Serial Number 123546

Odometer 20,000

Odometer UoM HOURS

Claim Number

**-- Acquisition --**

Accounting Date \* 09/09/2019

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

**-- Web Surplus Notes --**

Notes 1

Notes 2

**-- Internal Notes --**

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 09/09/2020

Fill in all fields except claim #.  
For SN enter agency vehicle #

Select matching NSN.  
Description is always year, make, model, Vin

**Account Date:** Today's Date  
**Account Cost:** Original Acquisition or 0.00  
**N1,N2,N3:** Leave Blank  
**Qty:** 1  
**UOM:** EA  
**Date Available:** Push out date a year.  
 When done click **save & done.**

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-20-106653-001-NT	1994 FORD SUPER WAGON VAN 1FBJS31G5RHB71409	1	.	.	.	In Transfer	.	.	.	<b>1</b>

**Required Attachment:**  
Title front & Signed back to docs/images.

# Entry Example-Vendor Disposal (T)

**Define:** Vehicles sold at State contracted auctioneer facility  
*\*If pick up, agency responsible for towing fee.*

**Method:** is T (Transfer).

**Property Location & Contact:** Enter physical address of vehicle.  
Contact is person available for pickup.

**Receiving Agency Section:** Enter "Vendor Pick Up or Drop off".

Surplus Detail	
Surplus Number	ST-20-106653
Creation Date	09/09/2019
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT O
From Person	JONES, LAUREN
Method	T
-- Property Location and Contact Information --	
Address 1	200 Piedmont Ave
Address 2	West Tower Loading Dock
City	Atlanta
State	GEORGIA
Zip	30334
County	FULTON
Contact Name	Lauren Jones
Contact Phone	404-656-8398
Contact Email	lauren.jones@doas.ga.gov
-- Receiving Agency --	
Agency Name	Enter Vendor Pickup or Drop Off
Receiving Address	
Receiving Contact	
Receiving Phone	
Receiving Email	



**You must have the physical title at location upon entry**

# Entry Example-Vendor Disposal (T)

**Insert Surplus Asset**

Close Save & Same Save & New **Save & Done**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER)

Description \* 1994 Ford Super Wagon Van 1FBJS31G5RHB71409

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Summary --**

Condition \* Fair

VIN \* 1FBJS31G5RHB71409

Make \* Ford

Model \* Super Wagon

Model Year 1994

Serial Number 123546

Odometer 20,000

Odometer UoM HOURS

Claim Number

**-- Acquisition --**

Accounting Date \* 09/09/2019

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

**-- Web Surplus Notes --**

Notes 1

Notes 2

**-- Internal Notes --**

Notes 3 Title & Keys on Site

Quantity \* 1

UoM \* EA

Date Available \* 09/09/2020

Select matching NSN.  
Description is always year, make, model, Vin

Fill in all fields  
except claim #.  
For SN enter  
agency vehicle #

**Account Date:** Today's Date  
**Account Cost:** Original Acquisition or 0.00  
**N1 & N2:** Leave Blank  
**N3:** Confirm you have physical title and keys  
**Qty:** 1  
**UOM:** EA  
**Date Available:** Push out date a year.  
 When done click **save & done.**

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-20-106653-001-NT	1994 FORD SUPER WAGON VAN 1FBJS31G5RHB71409	1	-	-	-	In Transfer	-	-	-	1

**Required Attachment:**  
Title front & signed back to docs/images.

# Vehicle Vendor Returns



## Vehicle Accidents

Report all vehicle accidents within 48 hours to DOAS Fleet Management by calling toll free **1-877-656-7475** and selecting **Option 1**. The staff is trained to assist you by ensuring that the entity is properly represented and that the state vehicle is repaired or replaced in a cost-effective manner.

If the vehicle is totaled and is not covered under the state's Auto Physical Damage (APD) program, it is the entity's responsibility to conduct the surplus disposal by entering the disposal request into Asset Works.

105871 Vehicle Entry Required: Total Loss; PR201903709 Netclaim 129557857 DOL: 07/30/2019

To Lauren.Jones@doas.ga.gov

Pending AW Entry

Follow up. Completed on Monday, August 26, 2019.

pr201903709 994-908-0024 DCS.pdf  
3 MB

Good Morning,

We've been informed that this vehicle has been totaled. The vehicle must be entered into Asset Works in order for you to remove it from your inventory. Please enter it into Asset Works with the claim information to remove it from your inventory. Please remember to attach the copy of the title or attached claims info.

Click this link [Surplus Property Page](#). Scroll down to "Areas of Focus" click on the 1<sup>st</sup> tile on the 2<sup>nd</sup> row "State Property Disposal". Scroll down to "Areas of Focus" click on the 2<sup>nd</sup> tile "Property Disposal Resources". Access the Asset Works User guide (see page 31) and you can give us a call if you have any questions.

Surplus is copied on the Risk notification to the agency advising vendor pick up. Vehicles **must** be entered into Assetworks and approved by Surplus **before** the vendor picks up.

Instructions of how to submit can be found in the Assetworks User Guide page 31.

# Entry Example- Vendor Return

**Define:** Insurance Vendor Removal.

**Method:** V for Vendor Return.

**Property Location & Contact:** Enter physical address of vehicle. Contact is person available for inspection & pick up.

**Receiving Agency:** Enter insurance company name. *Enter Claims # after.*

Surplus Detail	
Surplus Number	ST-20-106653
Creation Date	09/09/2019
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A
From Person	JONES, LAUREN
Method	V
-- Property Location and Contact Information --	
Address 1	200 Piedmont Ave
Address 2	West Tower Loading Dock
City	Atlanta
State	GEORGIA
Zip	30334
County	FULTON
Contact Name	Lauren Jones
Contact Phone	404-656-8398
Contact Email	lauren.jones@doas.ga.gov
-- Receiving Agency --	
Agency Name	United Claims (PR201902993)
Receiving Address	
Receiving Contact	
Receiving Phone	
Receiving Email	



*Authorization must be given before removal of vehicle.*

# Entry Example- Vendor Return

**Insert Surplus Asset**

Close Save & Same Save & New **Save & Done**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER)

Description \* 1994 Ford Super Wagon Van 1FBJS31G5RHB71409

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Summary --**

Condition \* Fair

VIN \* 1FBJS31G5RHB71409

Make \* Ford

Model \* Super Wagon

Model Year 1994

Serial Number 123546

Odometer 20,000

Odometer UoM HOURS

Claim Number PR201902993

**-- Acquisition --**

Accounting Date \* 09/09/2019

Accounting Method \* V

Accounting Description

Accounting Cost \* 0.00

**-- Web Surplus Notes --**

Notes 1

Notes 2

**-- Internal Notes --**

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 09/09/2019

Select matching NSN.  
Description is always year, make, model, Vin

**Account Date:** Today's Date  
**Account Cost:** Original Acquisition or 0.00  
**N1,N2,& N3:** Leave Blank  
**Qty:** 1  
**UOM:** EA  
**Date Available:** Today's date  
 When done click **save & done.**

Fill in all fields.  
SN: enter agency veh. #  
Claim: reenter #

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-20-106653-001-NT	1994 FORD SUPER WAGON VAN 1FBJS31G5RHB71409	1	.	.	.	In Transfer	.	.	.	1

**Required Attachment:**  
Title front & signed back  
or claim email from Risk  
to docs/images

# Entry Example- Internet Sale/Onsite

**Define:** Sell to public on auction site.

*\*Vehicle remains at location until buyer removes.*

**Method** IS for Internet Sale.

**Property Location & Contact:**

Enter physical address of vehicle.

Contact is person available for inspection & pick up.

**Receiving Agency:** Leave blank.

Surplus Detail	
Surplus Number	ST-20-106653
Creation Date	09/09/2019
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A
From Person	JONES, LAUREN
Method	IS
-- Property Location and Contact Information --	
Address 1	200 Piedmont Ave
Address 2	West Tower Loading Dock
City	Atlanta
State	GEORGIA
Zip	30334
County	FULTON
Contact Name	Lauren Jones
Contact Phone	404-656-8398
Contact Email	lauren.jones@doas.ga.gov
-- Receiving Agency --	
Agency Name	
Receiving Address	
Receiving Contact	
Receiving Phone	
Receiving Email	



**You must have the physical title & keys at location upon entry**

# Entry Example- Internet Sale/Onsite

**Insert Surplus Asset**

Close Save & Same Save & New Save & Done

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER)

Description \* 1994 Ford Super Wagon Van 1FBJS31G5RHB71409

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Acquisition --**

Accounting Date \* 09/09/2019

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

**-- Summary --**

Condition \* Fair

VIN \* 1FBJS31G5RHB71409

Make \* Ford

Model \* Super Wagon

Model Year 1994

Serial Number 123546

Odometer 20,000

Odometer UoM HOURS

Claim Number

**-- Web Surplus Notes --**

Notes 1 Enter additional info not on inspection form

Notes 2 Inspection Mon- Fri 9am-11am & 1pm-3:30pm

**-- Internal Notes --**

Notes 3 Title & Keys on Site

Quantity \* 1

UoM \* EA

Date Available \* 09/09/2020

**Select matching NSN. Description is always year, make, model, Vin**

**Fill in all fields except claim #. For SN enter agency veh. #**

**N1 enter Addt. info  
N2 enter Inspect. times  
N3 Confirm you have physical title and keys**



Click **Save & Same** to add a 2<sup>nd</sup> asset line to attach the title & inspection form.

**Insert Surplus Asset**

Close Save & Same Save & New Save & Done

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 9900 - MISCELLANEOUS

Description \* Additional Photos/Documents

Site \* 40500000-002 - GEORGIA DEPARTMENT OF PUB

**-- Acquisition --**

Accounting Date \* 08/28/2014

Accounting Method \* ELC

Accounting Description

Accounting Cost \* 0.00

**-- Summary --**

Condition \* Fair

VIN \* -

Make \* -

Model \* -

Model Year

Serial Number -

Odometer

Odometer UoM

Claim Number

**-- Web Surplus Notes --**

Notes 1

Notes 2

**-- Internal Notes --**

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 08/28/2015

**Change NSN to Miscellaneous  
Descript: Additional Photos/Docs**

**Put - or NA in fields with \***

## Required Pictures

- Front Corner, shows front & drivers side
- Back Corner, shows rear & passenger side
- Engine compartment
- Interior ( front & back)
- Other photos with defects/damage

## Required Docs

- Title (front & signed back)
- Vehicle Inspection form

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-20-106653-001-NT	1994 FORD SUPER WAGON VAN 1FBJS31G5RHB71409	1	-	-	-	In Transfer	-	-	-	5
	ST-20-106653-002-NT	Addt. Doc & Photos	1	-	-	-	In Transfer	-	-	-	2

# Required Photos Sample



**Front Corner, shows front & drivers side**



**Back Corner, shows rear & passenger side**



**Engine compartment**



**Interior**



**Other photos to show major damage or defect**

**Note:** The photos display the ENTIRE vehicle-no cropped/cut corners. Please remove any decals prior to taking the pictures.

# Vehicle Inspection Form

Go to the Surplus Website:

<http://doas.ga.gov/surplus-property>

Click on:

- State Property Disposal
- Surplus Forms/Documents
- General Forms/inspection



Please **do not** submit an incomplete form. The form should list **all** known mechanical issues, body damage, interior damage, and other important info such as handicap attachments, police gear removal holes, etc.

Georgia Department of Administrative Services					Surplus Vehicle Inspection Form						
Agency Information											
Agency: DOAS			Insp. By: Lauren Jones		Phone #: 404-657-8544						
Inspection Days: Check all days available for inspection <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri			Inspection Times: List all times available for inspection: AM: From: 8:30 to 11:30 PM: From: 1:0 to 4:30								
Agency has original title: <input checked="" type="checkbox"/> Yes (Original title must be available to process request, attach copy of both sides.)											
Agency has keys: <input checked="" type="checkbox"/> Yes (Agency may be charged for replacement keys.)											
Vehicle Information											
VIN: 1FBJS31G5RHB71409			Year: 1994	Make: Ford		Model: Surper Wagon					
Mileage: 20000		Exterior Color: White		Interior Color: tan							
Overall Condition: <input type="checkbox"/> Good <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Poor					Comments:						
Mechanical Information											
Operating Condition: <input type="checkbox"/> Starts & Runs <input checked="" type="checkbox"/> Starts w/Boost <input type="checkbox"/> Is Drivable <input type="checkbox"/> Won't Start											
<input type="checkbox"/> is NOT Drivable Why: Battery going out.											
Known Mechanical Issues: Battery needs to be replaced.											
Air condion not working, cause is unknown.											
Engine: 3.5	Cylinders: 6	Fuel: <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> AFV		Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual # Gears							
Check Installed Options: <input checked="" type="checkbox"/> Pwr Seats <input checked="" type="checkbox"/> Pwr Locks <input checked="" type="checkbox"/> Pwr Windows <input type="checkbox"/> Cruise Control <input type="checkbox"/> Police Package											
Air Bag: Single <input checked="" type="checkbox"/> Dual <input type="checkbox"/>		Radio: <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input checked="" type="checkbox"/> Cassette <input checked="" type="checkbox"/> AM/FM CD		Other:							
Exterior Condition Decals Removed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must remove, Do not spray paint decals											
Minor Body Damage: Chipped paint & rust.											
Scratches & Dents: <input type="checkbox"/> None visible <input checked="" type="checkbox"/> Minor: Where? Left & right side											
<input type="checkbox"/> Major: Where?											
Major Body Damage: None											
Windows: <input checked="" type="checkbox"/> No damaged glass <input type="checkbox"/> Broken/Cracked where?											
<input type="checkbox"/> Missing Glass where?											
Hub Caps: <input checked="" type="checkbox"/> Has all 4 Missing how many?											
Other:											
Interior Condition:											
Minor Damage: Seat tom throughout, carpernt needs cleaning, glover compartment need repair											
Major Damage: none											
Emergency/Specialized Equipment Removal: <input checked="" type="checkbox"/> N/A											
<input checked="" type="checkbox"/> Has no exposed wires or holes			<input type="checkbox"/> Has exposed wires and holes		<input type="checkbox"/> Interior <input type="checkbox"/> Exterior						
Other:											
Photos List photo number, minimum of 4 required, show all damage and send as many photos as necessary											
Front Driver Corner	Rear Pass. Corner	Interior	Motor	Other defects							
123	321	824	9965	564							

# Entry Example-DNS

**Define:** State to Local Government or eligible Non Profit.  
*\* Service fee apply*

**Method:** DNS for Direct Negotiated Sale.

**Property Location & Contact:**  
Enter physical address of vehicle.  
Contact is person available for pick up.

**Receiving Agency Section:**  
Enter Government or Nonprofit info. *\*Contact listed must be authorized on account.*

Surplus Detail	
Surplus Number	ST-20-106653
Creation Date	09/09/2019
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A
From Person	JONES, LAUREN
Method	DNS
-- Property Location and Contact Information --	
Address 1	200 Piedmont Ave
Address 2	West Tower Loading Dock
City	Atlanta
State	GEORGIA
Zip	30334
County	FULTON
Contact Name	Lauren Jones
Contact Phone	404-656-8398
Contact Email	lauren.jones@doas.ga.gov
-- Receiving Agency --	
Agency Name	City of Townville
Receiving Address	
Receiving Contact	Mark James
Receiving Phone	404-656-1235
Receiving Email	Mark.James@cityoftownville.gov



Must have an active account.  
*DOAS Surplus can verify before entry.*

# Entry Example-DNS

**Insert Surplus Asset**

Close **Save & Same** Save & New Save & Done

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER)

Description \* 1994 Ford Super Wagon Van 1FBJS31G5RHB71409

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Summary --**

Condition \* Fair

VIN \* 1FBJS31G5RHB71409

Make \* Ford

Model \* Super Wagon

Model Year 1994

Serial Number 123546

Odometer 20,000

Odometer UoM HOURS

Claim Number

**-- Acquisition --**

Accounting Date \* 09/09/2019

Accounting Method \* DNS

Accounting Description

Accounting Cost \* 0.00

**-- Web Surplus Notes --**

Notes 1

Notes 2

**-- Internal Notes --Notes**

3

Quantity \* 1

UoM \* EA

Date Available \* 09/09/2020

Fill in all fields except claim #. For SN enter agency vehicle #

Select matching NSN. Description is always year, make, model, Vin

Account Date: Today's Date  
 Account Cost: Original Acquisition or 0.00  
 N1,N2,& N3: known mechanical issues \*helps with pricing  
 Qty: 1  
 UOM: EA  
 Date Available: Today's date  
 When done click **save & same** to add title

- Required Pictures**
- Front Corner, shows front & drivers side
  - Back Corner, shows rear & passenger side
  - Engine compartment
  - Interior ( front & back)
  - Other photos with defects/damage
- Required Docs**
- Title (front & signed back)

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-20-106653-001-NT	1994 FORD SUPER WAGON VAN 1FBJS31G5RHB71409	1	-	-	-	In Transfer	-	-	-	5
	ST-20-106653-002-NT	Addt. Doc & Photos	1	-	-	-	In Transfer	-	-	-	2



**Enterprise Learning**



**Department of Administrative Services**  
Improving efficiency, compliance and workforce performance

# How to Request Property

How to search & request State & Federal property.

# State and Federal Surplus Property

To access the State or Federal Surplus Property:

1. Go to **doas.ga.gov**.
2. Under **Learn About DOAS**, click on *Surplus Property*.
3. When the Surplus Property page displays, scroll down to the Areas Of Focus and click on the...
  - Surplus Property For Donees or
  - Federal Surplus Property For Donees

The screenshot shows the top navigation bar of the DOAS website, including the Georgia logo, the text 'Department of Administrative Services' with the tagline 'Improving efficiency, compliance and workforce performance', and a '2016 STATE PROCUREMENT RANKINGS' badge. Navigation links for 'Learn About DOAS', 'Our Community', and 'Need Help' are visible. The main content area features a grid titled 'AREAS OF FOCUS' with eight categories: 'GEORGIA AUCTION AND SALES', 'SURPLUS PROPERTY FOR DONEES', 'FEDERAL PROPERTY FOR DONEES', 'SURPLUS ELIGIBILITY', 'SURPLUS FAQS', 'STATE PROPERTY DISPOSAL', 'RULES, POLICIES AND COMPLIANCE', 'EDUCATION AND TRAINING', and 'RECORDS MANAGEMENT'. Two red callout boxes are present: one pointing to 'SURPLUS PROPERTY FOR DONEES' with the text 'Click to view State Property', and another pointing to 'FEDERAL PROPERTY FOR DONEES' with the text 'Click to view Federal Property'. Below the grid, the heading 'Virtual Surplus Business Model' is followed by a paragraph explaining the use of technology for surplus property disposal.

Georgia Department of Administrative Services  
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS  
State of Georgia  
4.5 Star

Learn About DOAS | Our Community | Need Help | Search

### AREAS OF FOCUS

GEORGIA AUCTION AND SALES	SURPLUS PROPERTY FOR DONEES	FEDERAL PROPERTY FOR DONEES	SURPLUS ELIGIBILITY	SURPLUS FAQS
STATE PROPERTY DISPOSAL	RULES, POLICIES AND COMPLIANCE	EDUCATION AND TRAINING	RECORDS MANAGEMENT	

**Click to view State Property**

**Click to view Federal Property**

### Virtual Surplus Business Model

By leveraging available technology, Surplus Property conducts "on-site disposals" of state surplus. We move information instead of material. Through the effective use of commercial auction sites like GovDeals, Public Surplus, and eBay, Property is now readily available to the public in the community where it is used. This completely virtual business model has streamlined operations.

# Requesting State Property

## Procedures

1. Contact the surplus agent listed by email or phone
2. Give them the asset number, your organization name, and contact number.
3. If your request is approved, you will be emailed with pick up instructions.



**Site changes daily. Items are generally posted for 5 days**

Image	Description	Asset Number	Location ▲	Sub-category	Manufacturer	Model	Model Year	Service Charge	Date
	<a href="#">16' Conference Tables</a>	ST-13-6361-001	BULK	OFFICE FURNITURE	-	-	-	\$50.00	06/11/2013
-	<a href="#">2ea chairs</a>	ST-13-1524-001	BULK	OFFICE FURNITURE	NA	NA	-	\$10.00	05/25/2013
	<a href="#">Assorted Chairs</a>	ST-13-5545-002	BULK	OFFICE FURNITURE	-	-	-	\$5.00	05/31/2013
	<a href="#">Assorted Chairs</a>	ST-13-5545-001	BULK	OFFICE FURNITURE	-	-	-	\$5.00	05/31/2013
	<a href="#">Bench</a>	ST-13-5545-003	BULK	OFFICE FURNITURE	-	-	-	\$10.00	05/31/2013
	<a href="#">Blue Stackable Chairs</a>	ST-13-5175-002	BULK	OFFICE FURNITURE	-	-	-	\$5.00	05/24/2013
	<a href="#">Blue Stackable Chairs</a>	ST-13-5175-001	BULK	OFFICE FURNITURE	-	-	-	\$5.00	05/24/2013
	<a href="#">Burgundy Chairs Furn Lot 5</a>	ST-13-5946-001	BULK	OFFICE FURNITURE	N/A	N/A	-	\$5.00	06/05/2013

# Requesting Federal Surplus Property

## Procedures

- Contact the Surplus Property Division:
  - Use email: [doasfedsur@doas.ga.gov](mailto:doasfedsur@doas.ga.gov)
  - Include the *Item Control Number*
- The Surplus Property Division requests allocation from the General Service Administration (GSA).
- If allocated, the Surplus Property Division will send a *Pickup Authorization Letter* to the requestor.
- Property must be removed within 14 days.
- Restrictions vary depending on the type of property.
- Screening Tips:



- Be sure to check location, property available worldwide.
- Narrow search by category, item, state, etc.
- Don't use browser "back arrow", use back "button", top right

The screenshot shows the GSAXcess website interface. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess. Below the navigation bar, a welcome message reads "Welcome to GSAXcess®". A carousel displays three items for sale:

- Item 1: A yellow shredder with ICN: 6964FR60361001 - SHREDDER ( Excess )
- Item 2: A printing and bookbinding machine with ICN: 7532RY60642018 - PRINTING, DUPLICATING, AND BOOKBINDING EQUIPMENT ( Excess )
- Item 3: A television with ICN: 6891AE60630002 - TELEVISION ( Excess )

Below the carousel, there are links for NASA Artifacts and Shuttle Tile, along with a link to the NASA Prescreening Module. A "Login" button is also visible. At the bottom, the GSAXcess® Login section includes fields for User ID and Password, and a "Login" button.

**\*Always a Service Charge**

- Look out for our weekly email blast for State and Federal property.
- Subscribe and choose the category you want to see.

## DOAS State Surplus Property Connection

Your First Source of Supply

ST-19-89925  
Quantity Available: 1  
Location: Savannah  
Department of Behavioral Health and Developmental Disabilities  
Service Charge: \$210.70

Specifications:  
VIN: 1FAFP5E261A271476  
Odometer: 88,372 miles  
Engine: 3.0L  
Cylinders: V6 OHV  
Battery: 12V  
Transmission: Automatic  
Fuel: Gas

Notes:  
The interior and exterior may have wear and tear.  
Scratches and dents may appear on the vehicle.  
No damaged glass.  
No exposed wires or holes.  
Vehicle engine does not work. Blown Motor.

Cosmetic, Operational, and Physical Condition is Unknown



[Federal Surplus Newsletter](#)  
[State Surplus Newsletter](#)

[State Surplus Property](#)  


[Federal Surplus Property](#)  


[How do I...?](#)  
[Expand my search for state surplus property?](#)  
[Update my organization's eligibility?](#)  
[Visit the Surplus Property website?](#)

Use the "Forward to Friend" button below to share this e-mail so your colleagues can subscribe. [View this email in your browser](#)



### DOAS Federal Surplus Property Connection

Your 1st Source of Supply

June 19, 2017

[Forward to Friend](#)

Subscribe to this Newsletter

View the **40,536 items available today** at [GSAXcess.gov](#)  
**User ID:** 4757GA  
**Password:** GASURPLUS

[CLICK HERE](#)  
To receive a weekly "blast" highlighting available state surplus property.

[Federal Surplus Property](#)  


**Search Tips**  
A "How To" Guide

**Take the Surplus Property Office's phone numbers with you when you're picking up property. Don't wait until you're back in the office if we can help while you're on site.**

**Federal Property Program - 470-819-2890**  
**Surplus Property Office - 404-657-8544**

**State and Local Governments**

Don't miss out on property you need just because you're coming up on the end of the fiscal year! **We'll invoice you in July.**

**Georgia Fact**



On June 19, 1939, "A new Atlanta city ordinance went into effect making pinball illegal in the city limits." -- [GeorgiaInfo](#)



# Surplus Property

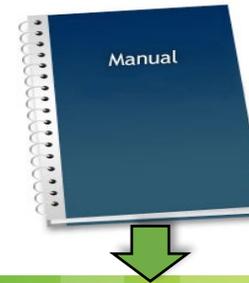


Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Resources



[Surplus.Property@doas.ga.gov](mailto:Surplus.Property@doas.ga.gov)  
[DOASFedSur@doas.ga.gov](mailto:DOASFedSur@doas.ga.gov)  
[surplushelp@doas.ga.gov](mailto:surplushelp@doas.ga.gov)



- AssetWorks User Guide
- Georgia Surplus Property Manual
- Into to Surplus Property Video.



PH: 404-657-8544  
Option 1, 2, or 3

# Questions

