

## Surplus Property Division

200 Piedmont Ave. Ste. 1802 West Tower  
Atlanta, GA 30334  
404-657-8544

# AssetWorks User Guide



DOAS Help Desk  
Phone: 770-651-0250 Select "#2"  
Email: [surplushelp@doas.ga.gov](mailto:surplushelp@doas.ga.gov)



Reduce, Reuse, Recycle  
Revised March 2024

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## Introduction

The DOAS Surplus Division implemented the AssetWorks program statewide in 2013 to manage the “virtual” disposal process. The online program streamlines the disposal process and provides state entities greater control and transparency in the disposal process.

The AssetWorks programs allows users to:

- Create Surplus Disposal Requests to specific entities.
- Add assets – enters individual assets to the form.
- Add photos and supporting documents.
- Save the transaction(s).
- Managers will review the request. They can contact the user to make corrections. Managers will also approve or deny requests.
- Approved transactions will be available to DOAS Surplus for processing, denied will go back to the users for re-entry.
- Users will be notified by email as the assets move through the disposal process.
- View transaction reports as needed.

In addition to the program on-line help screens, there are three levels of support:

- Tier 1 – DOAS Help Desk – password reset and other access issues.
- Tier 2 – DOAS Surplus – questions regarding data entry and disposal process.
- Tier 3 –Technical Support – program technical issues.

System Tips:

- Ensure that web browsers are set to allow pop-ups for the site. Some reports run as pop-ups.
- Clicking on any (▽) arrow will expand and close any table.
- Any field with an asterisk (\*) is required.
- Fields with a magnifying glass have auto search capability.
- Fields with drop down arrows have selection menus.
- “Surplus Number” refers to the transaction.
- “Asset Number” refers to the line items on the surplus transaction (actual property).

**Special Note:** When creating transfers and adding assets, there is some redundant data entry. It is necessary to enter the information as described in this guide so that it presents properly in other functions. We understand this is not optimal and will continue to work with the vendor to reduce/eliminate these issues.

## Property Disposal

The fundamental disposal processes and requirements can be found in the [Georgia Surplus Property Manual](#). All applicable laws and regulations apply.

- Agencies request disposal authorization from DOAS Surplus.
- Generally, property will be made available to other GA state agencies, local governments, and eligible nonprofits for five business days.
- Place only one disposal type on a transaction request (ex. put all ADs on one request)
- Create individual Surplus transfers for each vehicle request. The system “batches” assets in the transfer and this makes it difficult to track individual vehicles.

**Since the disposal process is virtual, DOAS will assume the transaction is complete as submitted.** If property is not picked up in the designated time, or not all the property is removed, the agency must notify DOAS Surplus. This ensures the agency reimbursement is processed in a timely manner. Agency must return a copy of the signed bill of sale to [public.surplussales@doas.ga.gov](mailto:public.surplussales@doas.ga.gov) for the transaction to be complete.

*Agencies are strongly encouraged to maintain copies of the signed bill of sales, and Affidavit of Disposal for audit purposes.*

There are required fields. These are critical to processing taxes and reimbursements and must be entered at the asset level. Attention to detail and accuracy is extremely important in these fields.

## System Access Profiles

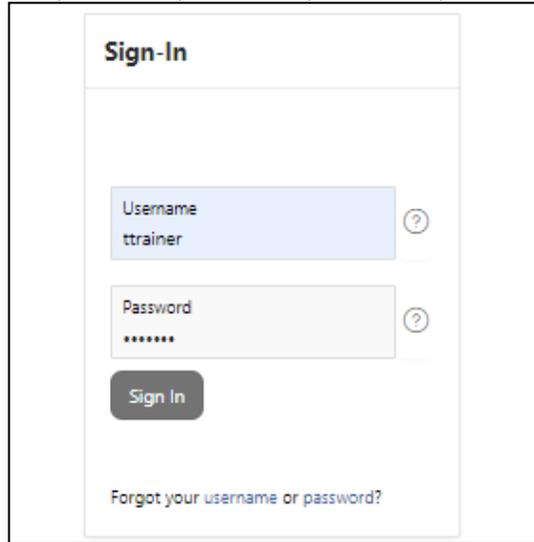
There are three different system access profiles: User, Manager, Director. The profiles define functionality within the system and are assigned by the entity. Functionality cannot be interchanged. For instance, if a director wants to receive email notifications, then they must carry the “manager” profile.

<b>User profiles definition:</b>	<b>User</b>	<b>Manager</b>	<b>Director</b>
Creates transfers, add assets, access reports	Yes	Yes	No
Approves/denies transfers	No	Yes	No
Access reports	Yes	Yes	Yes
<b>Standard email notification:</b>			
Transfer Approval Reminder	Sent to all site managers.		
Transfer Rejected Reminder	Sent to the user that created the transfer.		
Transfer Received Reminder	Sent to all users for that site.		
Surplus Received Email	Sent to user that created the Surplus		
Surplus Sold email with subject of "Disposal Processed"	Sent to any contact that is a site manager.		
Transaction Closed email	Sent to any contact that is a site manager.		

## Logging In

**Step 1)** Click [here](#) to access the login screen. If the link does not work, please visit the Surplus website ([doas.ga.gov/surplus-property](https://doas.ga.gov/surplus-property)) for access. Click on State Surplus Page.

**Step 2)** Enter your username and password provided by DOAS Surplus. Then click on sign-in.

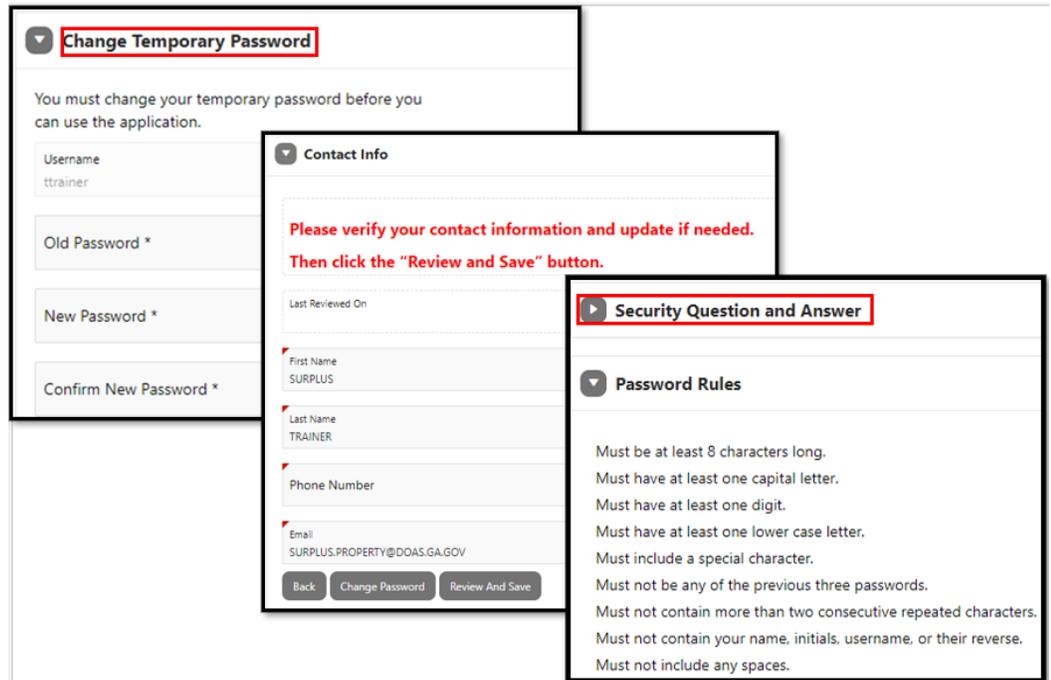


**Step 3)** The first time you log in, you will be asked to change your password and verify your contact information. You must also add a security question for password reset assistance.



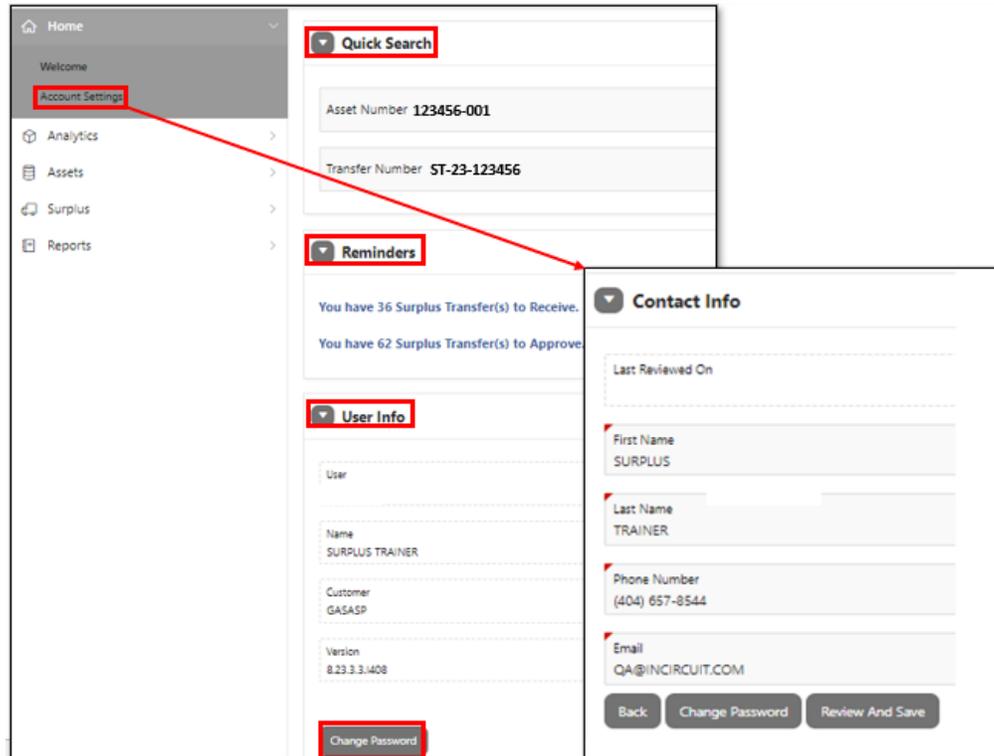
**Special Note:** Every 90 days you will be prompted to change your password. The system will send an email reminder. Failure to update will result in your account being locked.

To unlock, select password reset and answer the security questions provided. You may also contact the Surplus Help Desk by phone at 770-651-0250-Option 2 or by email at [surplushelp@doas.ga.gov](mailto:surplushelp@doas.ga.gov) to reset.

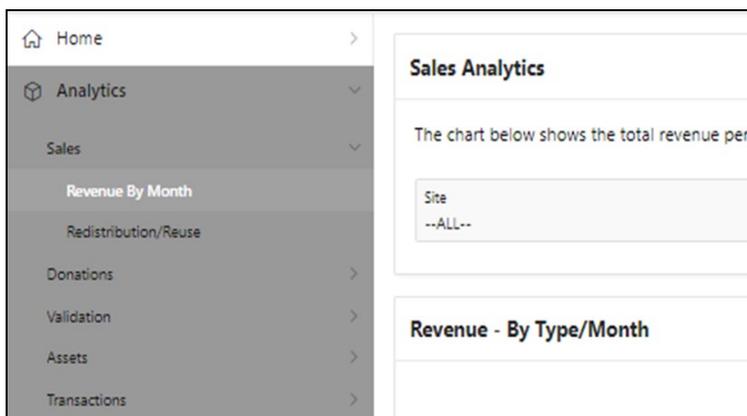


## Tab Functions

**Home tab** is the default view and provides users the ability to quick search by Asset Number (surplus # and line item #) or Transfer Number (fiscal year with surplus number), see system reminders, view user information, and change your password. You may also review and update your contact information under the sub-tab Accounts Settings.



**Analytics tab** gives you the ability to graphically see what's going on in the system. The sub-tab "Sales" shows charts on total revenue per month, total asset value, and assets reused. The "Donations" sub-tab allows you to view charts on total revenue per month for donations since last year and total returned donations amount per month. The "Validation" sub-tab allows you to view charts on validation patterns for the current & previous four (4) years by Site. The "Assets" sub-tab allows you to view charts showing the total net changes for all accounting transactions by Site and Month. The "Transactions" sub-tab displays an overview of surplus transactions by status and shows the top 10 Site(s) from which assets were received into Surplus for each month.



**Special Note:** the site field will default to "All" however, you will only be able to see graphics for sites in which you have access.

**Assets tab** allows users to search for property already entered in AssetWorks. The search fields are Asset Number, Status, Site, Description, Serial Number, and Asset Type.

**Note:** The Asset tab is for viewing only. Manager will not be able to approve, nor will users be able to input property.

Asset Number	Status	Site	Description	Serial Number	Asset Type
00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES			Tea Rotary Motor	NA	ASSET
00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES			chairs	NA	ASSET
00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES			Quickie wheelchair with laptray	NA	ASSET

Users can further customize their search by clicking on the “actions” down drop. The Advance Search sub-tab navigates to the Reports tab. Customize your report using the reports sidebar and the edit report section. Select “Run Report” when done.

Asset Number	Status	Site	Description	Serial Number	Asset Type
ST-14-10784-001	Pending Receipt	00000000-000 - SURPLUS - GA DEPT OF ADMIN SER		NA	ASSET
ST-14-12435-004	Pending Receipt	00000000-000 - SURPLUS - GA DEPT OF ADMIN SER		NA	ASSET
ST-14-13555-003	Pending Receipt	00000000-000 - SURPLUS - GA DEPT OF ADMIN SER	with laptray	NA	ASSET
ST-14-13561-002	Pending Receipt	00000000-000 - SURPLUS - GA DEPT OF ADMIN SER		NA	ASSET

**Edit Report**

- Report
- Display
- Sort
- Group
- Sum
- Filter
- Page
- View
- Total

**Asset Report**

Filter

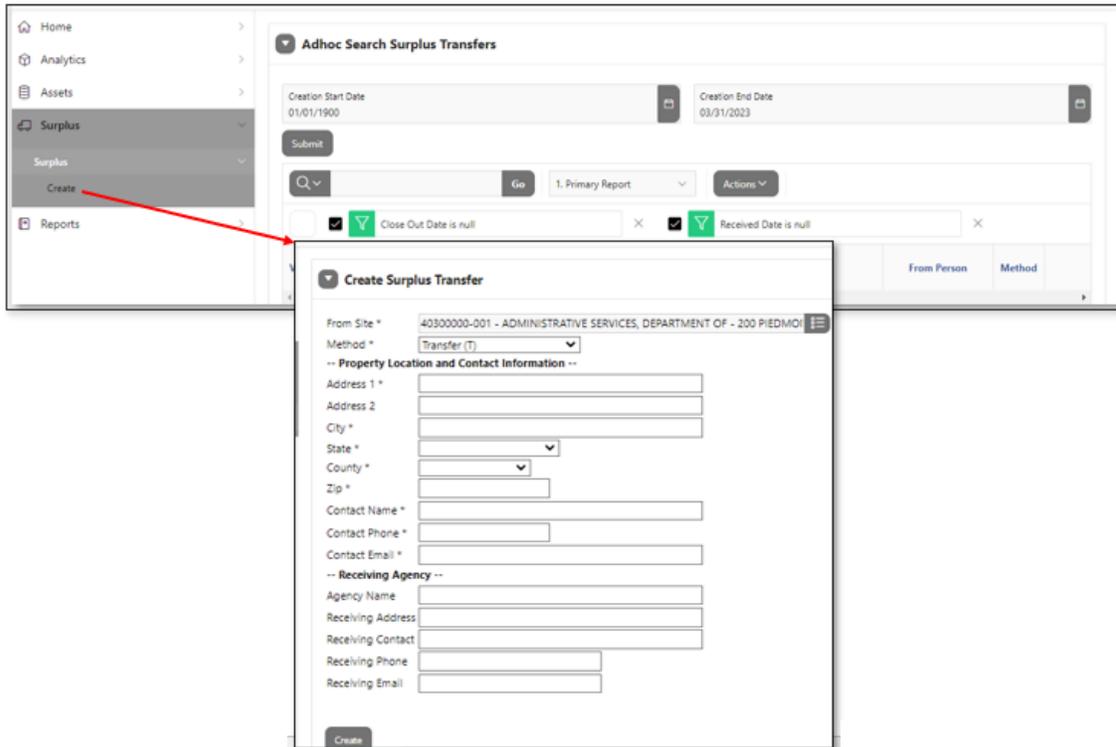
Edit Save Add Row

Filter Column	Filter Operator	Filter Expression

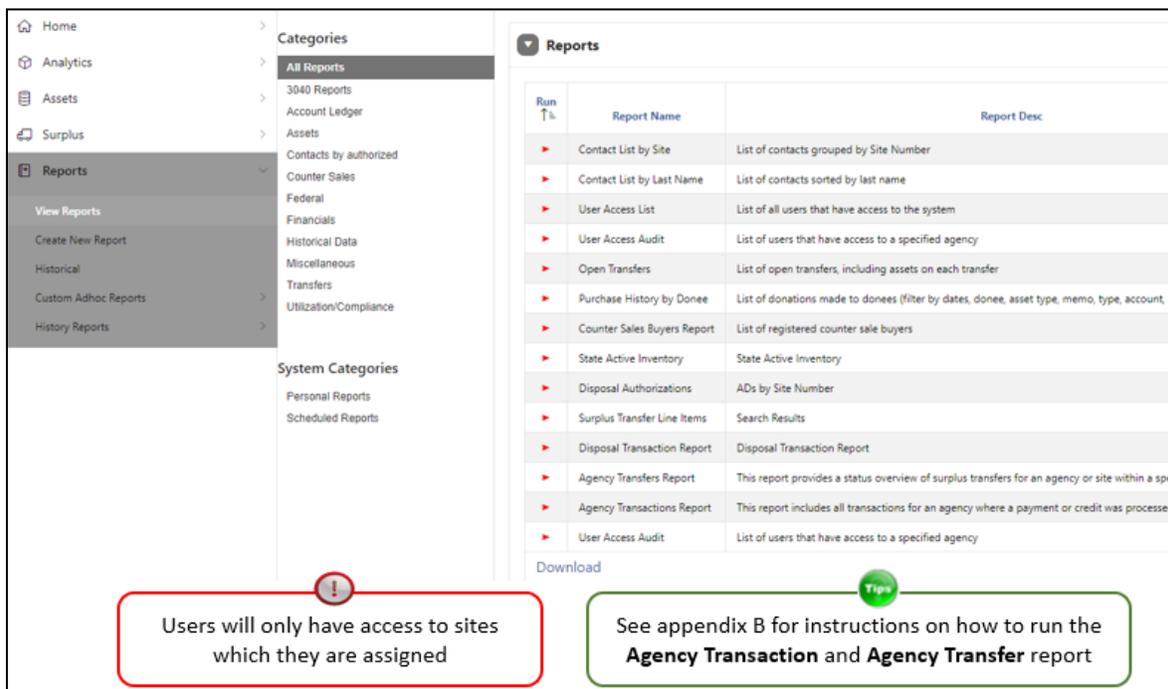
1 rows selected

Run Report

**Surplus tab** allows users to search for previously entered surplus transfers, site managers to search for requests awaiting approval and users to create a surplus transfer.

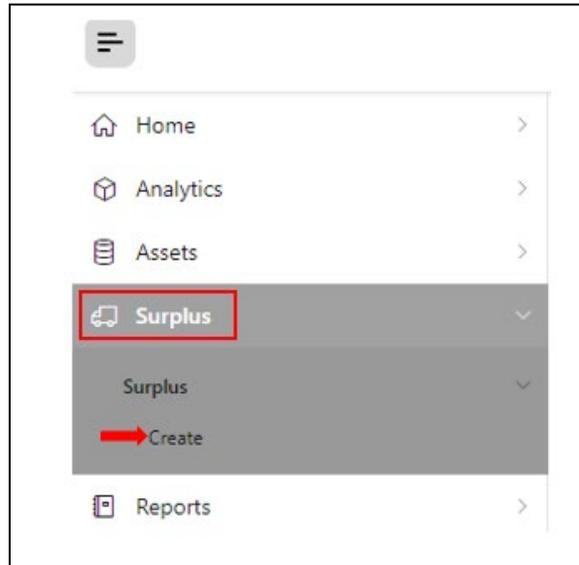


**Reports tab** allows users to view pre-generated surplus reports by clicking on the red arrow next to the report. **Note** that some reports can only be run by DOAS Surplus staff.



## Create a Surplus Request

**Step 1)** Click on the **Surplus** tab located in the left-hand column on the screen. Then select **Create** under the Surplus tab drop-down.



**Step 2)** Complete the following fields:

<b>From Site</b>	This defaults to your agency assigned PeopleSoft number and location. <span style="color: green;">!</span> <i>Users with multiple sites access should review and select the desired site for request entry.</i>																		
<b>Method</b>	Select the appropriate surplus disposal method from the dropdown list. See <a href="#">Surplus Property Manual</a> for full description of each method.  <table border="0"> <tr> <td>Direct Negotiated Sale (DNS)</td> <td>To local government or eligible nonprofit. <i>* Must have active account with Surplus</i></td> </tr> <tr> <td>Authorized Disposal (AD)</td> <td>Disposal via Trash or disposal vendor.</td> </tr> <tr> <td>Electronics Disposal (ELC)</td> <td>Electronics recycling.</td> </tr> <tr> <td>Internet Sale (IS)</td> <td>Online auction sale to the public.</td> </tr> <tr> <td>Public Sale Other (PS)</td> <td>Do <b>NOT</b> select. DOAS Surplus staff use only.</td> </tr> <tr> <td>Retail Sale (RS)</td> <td>Fixed price sale to individual or authorized vendor.</td> </tr> <tr> <td>Transfer (T)</td> <td>To a GA state agency or to vehicle disposal vendor. <i>*Choose as a default method if unsure.</i></td> </tr> <tr> <td>Vendor Return (V)</td> <td>Asset trade in, discount, or removal for install. <i>*Choose for vehicles with insurance claim.</i></td> </tr> </table>	Direct Negotiated Sale (DNS)	To local government or eligible nonprofit. <i>* Must have active account with Surplus</i>	Authorized Disposal (AD)	Disposal via Trash or disposal vendor.	Electronics Disposal (ELC)	Electronics recycling.	Internet Sale (IS)	Online auction sale to the public.	Public Sale Other (PS)	Do <b>NOT</b> select. DOAS Surplus staff use only.	Retail Sale (RS)	Fixed price sale to individual or authorized vendor.	Transfer (T)	To a GA state agency or to vehicle disposal vendor. <i>*Choose as a default method if unsure.</i>	Vendor Return (V)	Asset trade in, discount, or removal for install. <i>*Choose for vehicles with insurance claim.</i>		
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Vendor Return (V)	Asset trade in, discount, or removal for install. <i>*Choose for vehicles with insurance claim.</i>																		
<b>Property Location and Contact Information</b>	Where the property is physically located and who is the designed person to contact regarding questions, inspections, or pickups for the request.  <table border="0"> <tr> <td>Address 1</td> <td>Enter physical location of property</td> </tr> <tr> <td>Address 2</td> <td>Sub address if applicable (Ex. Building 200)</td> </tr> <tr> <td>City</td> <td>Enter city of where property is physically located</td> </tr> <tr> <td>State:</td> <td>Enter state of where property is physically located</td> </tr> <tr> <td>County</td> <td>Enter County of where property is physically located</td> </tr> <tr> <td>Zip</td> <td>Enter zip code of where property is physically located</td> </tr> <tr> <td>Contact Name</td> <td>Name of contact person for property</td> </tr> <tr> <td>Contact Phone</td> <td>Enter phone number for contact person</td> </tr> <tr> <td>Contact Email</td> <td>Enter email address for contact person  <span style="color: green;">!</span> Multiple emails can be entered into this field by using a semi colon ;.</td> </tr> </table>	Address 1	Enter physical location of property	Address 2	Sub address if applicable (Ex. Building 200)	City	Enter city of where property is physically located	State:	Enter state of where property is physically located	County	Enter County of where property is physically located	Zip	Enter zip code of where property is physically located	Contact Name	Name of contact person for property	Contact Phone	Enter phone number for contact person	Contact Email	Enter email address for contact person <span style="color: green;">!</span> Multiple emails can be entered into this field by using a semi colon ;.
Address 1	Enter physical location of property																		
Address 2	Sub address if applicable (Ex. Building 200)																		
City	Enter city of where property is physically located																		
State:	Enter state of where property is physically located																		
County	Enter County of where property is physically located																		
Zip	Enter zip code of where property is physically located																		
Contact Name	Name of contact person for property																		
Contact Phone	Enter phone number for contact person																		
Contact Email	Enter email address for contact person <span style="color: green;">!</span> Multiple emails can be entered into this field by using a semi colon ;.																		
<b>Receiving Agency</b>	<b>Required for methods DNS, T to state agency, RS, &amp; V</b> Complete fields: Agency/Company name, address, contact number, phone number, and email.																		

**Step 3)** Once the fields are complete, review for accuracy and click **“Create”**. This saves the information you entered and creates the surplus number. The screen will then navigate to the Surplus Detail Page.

**Entry Example: Create Surplus Transfer**

**Create Surplus Transfer**

From Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMOI

Method \* Transfer (T)

-- Property Location and Contact Information --

Address 1 \* 200 Piedmont Ave

Address 2

City \* Atlanta

State \* GEORGIA

County \* Fulton

Zip \* 30334

Contact Name \* Surplus Trainer

Contact Phone \* 404-657-8544

Contact Email \* surplus.trainer@doas.ga.gov; Jan.reed@doas.ga.gov

-- Receiving Agency --

Agency Name Department of State

Receiving Address 222 Capital Hill

Receiving Contact Wanda Mathis

Receiving Phone 404-555-6767

Receiving Email wanda.mathis@dos.ga.gov

**Create**

Only complete if method T to State, DNS, RS, or V

**Step 4)** A message at the top of the screen will appear, “successfully created surplus header. Please add your asset”. The **Surplus Number** has populated and will be used to reference this request. **Write it down.**

Successfully created Surplus Header. Please add your assets.

Surplus Detail

Surplus Number ST-23-162619

Creation Date 03/10/2023

From Site 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMOI

From Person TRAINER, SURPLUS

Method T

-- Property Location and Contact Information --

Address 1 200 Piedmont Ave

Address 2

City Atlanta

State GEORGIA

Zip 30334

County Fulton

Contact Name Surplus Trainer

Contact Phone 404-657-8544

Contact Email surplus.trainer@doas.ga.gov; Jan.reed@doas.ga.gov

-- Receiving Agency --

Agency Name Department of State

Receiving Address 222 Capital Hill

Receiving Contact Wanda Mathis

Receiving Phone 404-555-6767

Receiving Email wanda.mathis@dos.ga.gov

**Review for accuracy.**

Select **“edit”** button to make changes.

Once you add an asset, this section locks and cannot be changed.

## Adding Assets

\*For entry examples of commonly submitted surplus assets see appendix section C-G.

**Step 1)** Click on **Create New Asset** under *Add Assets* section.

**Surplus Detail**

Surplus Number: ST-23-162619  
Creation Date: 03/10/2023  
From Site: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT  
From Person: TRAINER, SURPLUS  
Method: T

-- Property Location and Contact Information --  
Address 1: 200 Piedmont Ave  
Address 2:  
City: Atlanta  
State: GEORGIA  
Zip: 30334  
County: Fulton  
Contact Name: Surplus Trainer  
Contact Phone: 404-657-8544  
Contact Email: surplus.trainer@doas.ga.gov; jan.reed@doas.ga.gov

-- Receiving Agency --  
Agency Name: Department of State  
Receiving Address: 222 Capital Hill  
Receiving Contact: Wanda Mathis  
Receiving Phone: 404-555-6767  
Receiving Email: wanda.mathis@dos.ga.gov

Edit Pickup Labels

**Add Assets**

Create New Asset

**Step 2)** "Insert Surplus Asset" page will appear. Complete the following fields with the asset information.

**! All fields with an asterisk (\*) are required and must be completed to save.**

**Insert Surplus Asset**

Asset Number \*: [AUTO-ASSIGN]  
NSN Group Code \*:   
Description \*:   
Site \*: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMEN

-- Summary --  
Condition \*:   
VIN \*:   
Make \*:   
Model \*:   
Model Year:   
Serial Number:   
Odometer:   
Odometer UoM \*:   
Claim Number:

-- Acquisition --  
Accounting Date \*:   
Accounting Method \*: T  
Accounting Description:   
Accounting Cost \*:   
Quantity \*:   
UoM \*: EA  
Date Available \*: 11/04/2022

-- Web Surplus Notes --  
Notes 1:   
Notes 2:   
Notes 3:

Back Save & Same Save & New Save & Done Save & Add Images

<b>Asset Number</b>	Will display "auto-assign" and be automatically assigned upon save.
<b>NSN Group Code</b> <b>Required Field</b>	<b>National Stock Number</b> -A list of categories used to identify assets. Click the list icon and choose the category that best describes the asset being entered. A copy of this list can be found in appendix A.
<b>Description</b> <b>Required Field</b>	Enter a detailed description of the asset. Assets that are the same can be combined (Ex: Assorted rolling office chairs). <b>!For assets that have make, model, &amp; serial number/VIN include it in the description. Ex: 2007 Ford Explorer 5ABMCHS387XS.</b>
<b>Site</b>	Defaults to your agency's name and site number.

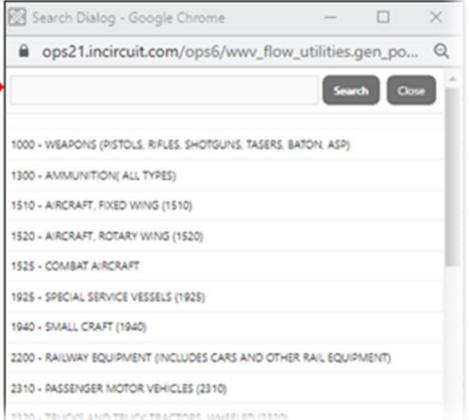
**Insert Surplus Asset**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 3900 - MATERIAL HANDLING EQUIPMENT (FORKLIFTS, TI 

Description \* Tuff Lift CPD-15FE Forklift

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMEN



Summary Fields	
<b>Condition</b> <b>Required Field</b>	Click on the drop-down arrow and select the word that best describes the asset. Selections: New, Good, Fair, Poor, Scrap( <b>do not select</b> )
<b>VIN</b> <b>Required Field</b>	If applicable, enter the asset identification number (vehicles, trucks, vans, etc.), or hull number (boats). If not applicable, enter the words "NA".
<b>Make</b> <b>Required Field</b>	Enter asset make. If asset has none, enter "NA" or UNK (unknown).
<b>Model</b> <b>Required Field</b>	Enter asset model. If asset has none, enter "NA" or UNK (unknown).
<b>Model Year</b>	Enter asset year. If asset has none, leave blank.
<b>Serial Number</b>	Enter asset serial number. If asset has none, enter "NA" or UNK (unknown).  Enter the agency tag number if no serial number.
<b>Odometer</b>	Enter vehicle or equipment odometer number.
<b>Odometer UoM</b>	Select the dropdown and choose between hours or miles. If not applicable, leave this field blank.

### Summary Fields Example

<b>-- Summary --</b>	
Condition *	Fair ▼
VIN *	NA
Make *	Tuff Lift
Model *	CPD-15FE
Model Year	2010
Serial Number	548695712
Odometer	5000
Odometer UoM	HOURS ▼
Claim Number	

Acquisition Fields	
Accounting Date <b>Required Field</b>	Click on the calendar icon and select current date.
Accounting Method <b>Required Field</b>	Defaults to method selected on Surplus details page.
Accounting Description	Leave this field blank.
Accounting Cost <b>Required Field</b>	Enter asset original acquisition cost. If unknown, enter 0.00

<b>-- Acquisition --</b>	
Accounting Date *	03/13/2023 
Accounting Method *	T
Accounting Description	
Accounting Cost *	0.00

March 2023

S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Internal Notes Fields	
Notes 3	<b>Leave blank.</b> DOAS Surplus staff use only.
Quantity <b>Required Field</b>	Enter <b>exact</b> quantity of asset/s.
UoM <b>Required Field</b>	Click on the down drop arrow and select the unit of measure EA (each). <b>! EA should always be used unless pre-approved by DOAS Surplus.</b>
Date Available <b>Required Field</b>	This field will default to the current day. If the method Transfer (T) was selected, change the date to the following year. EX:1/15/2022 change to 1/15/2023 <b>! This field becomes visible on donee site once received by DOAS Surplus.</b>

**-- Internal Notes --**

Notes 3 Notes 3 is for Surplus use only. Please do not enter notes in this field.

Quantity \*

UoM \*

Date Available \*

Web Surplus Notes Fields	
<b>Notes 1</b> <i>120-character limit</i>	Enter additional information about the asset. Ex: measurements, color, material, etc. <b>! This field shows on Donee website.</b>
<b>Notes 2</b> <i>120-character limit</i>	Enter agency notes. Ex: Inspection times & date, remove by date (relocations/renovations), asset reserve price, special removal instructions, confirmation of vehicle title and keys, etc. <b>! This field shows on Donee website.</b>

**-- Web Surplus Notes --**

Notes 1

Notes 2

**Step 3)** Once fields are completed, click one of the following actions located at the bottom of the screen.

<b>Back</b>	Closes window without saving and returns to surplus details page.
<b>Save &amp; Same</b>	Saves entry and duplicate asset information for additional entry.
<b>Save &amp; New</b>	Saves entry and populates a blank insert surplus asset to enter additional assets.
<b>Save &amp; Done</b>	Saves entry and closes window.
<b>Save &amp; Add Images</b>	Saves entry and populates attachment insert screen to upload photos & docs.

**▼ Insert Surplus Asset**

Asset Number * <input type="text" value="[AUTO-ASSIGN]"/> NSN Group Code * 3900 - MATERIAL HANDLING EQUIPMENT (FORKLIFTS, TI Description * <input type="text" value="Tuff Lift CPD-15FE Forklift"/> Site * <input 50%;"="" type="text" value="40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMEN         &lt;/td&gt; &lt;td style=" width:=""/> <b>-- Acquisition --</b> Accounting Date * <input type="text" value="03/13/2023"/> Accounting Method * <input type="text" value="T"/> Accounting Description <input type="text"/> Accounting Cost * <input type="text" value="0.00"/>	
<b>-- Summary --</b> Condition * <input type="text" value="Fair"/> VIN * <input type="text" value="NA"/> Make * <input type="text" value="Tuff"/> Model * <input type="text" value="CPD-15FE"/> Model Year <input type="text" value="2010"/> Serial Number <input type="text" value="548695712"/> Odometer <input type="text" value="5000"/> Odometer UoM <input type="text" value="HOURS"/> Claim Number <input type="text"/>	<b>-- Web Surplus Notes --</b> Notes 1 <input type="text" value="4-wheel -electric load -weight 3300lbs"/> Notes 2 <input type="text" value="Building has loading dock. Inspect M-F 9am-4pm"/> <b>-- Internal Notes --</b> Notes 3 <input type="text"/> Quantity * <input type="text" value="1"/> UoM * <input type="text" value="EA"/> Date Available * <input type="text" value="03/13/2023"/>

**Step 4)** Click “save and done” when there are no more assets to add to the request. The window will close, and the screen will navigate back to the surplus details page displaying the entered assets. The message “Successfully saved asset(ST-2X-XXXX-XX-NT)” will appear at the top of the request.

Method IT

-- Property Location and Contact Information --

Address 1 200 Piedmont Ave

Address 2

City Atlanta

State GEORGIA

Zip 30334

County Fulton

Contact Name Surplus Trainer

Contact Phone 404-657-8544

Contact Email surplus.trainer@doas.ga.gov; jan.reed@doas.ga.gov

-- Receiving Agency --

Agency Name Department of State

Receiving Address 222 Capital Hill

Receiving Contact Wanda Mathis

Receiving Phone 404-555-6767

Receiving Email wanda.mathis@dos.ga.gov

Edit Pickup Labels

Successfully saved asset (ST-23-162619-001-NT).

Add Assets

Assets								History			
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-162619-001-NT	Tuff Lift CPD-15FE Forklift	1	-	-	-	In Transfer	-	-	-	0

Download

row(s) 1 - 1 of 1

Back Remove Asset Approve Print Labels Print Detail

! If an entry error occurred in the fields NSN code, description, summary, notes 1 & 2, or date available, click on the pencil icon under the view column. The page will navigate to surplus asset line detail. From there, click on the asset number hyperlink. Make the necessary edits and press “save asset”.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-162619-001-NT	Tuff Lift CPD-15FE Forklift	1	-	-	-	In Transfer	-	-	-	0

Surplus Asset Line Detail

Surplus Number ST-23-162619

Asset Number ST-23-162619-001-NT

From Site 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMEN

Qty Sent 1

Qty Rcvd

Cost \$0.00

Service Charge

Back

! Note **errors in quantity (QTY) cannot be edited**. Please click on “create new asset” and reenter the asset information with the corrected quantity (QTY). If you are a site manager, reject incorrect asset line at approval stage. If not, notify the site manager and request for that asset line to be rejected upon approval stage.

Add Assets

Create New Asset

Assets								History			
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-162619-001-NT	Tuff Lift CPD-15FE Forklift	1	-	-	-	In Transfer	-	-	-	0

## Removing Asset Line

Site users can only remove asset lines **prior to the site manager approval**. Site Managers can only remove asset line **before DOAS Surplus receipt**. After received, users will need to contact DOAS Surplus.

**Step 1)** Scroll down to the bottom of the Surplus Detail page and click “**Remove Asset**” button.

Surplus Number: ST-23-152957  
Creation Date: 08/17/2022  
From Site: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT  
From Person: TRAINER, SURPLUS  
Method: T

-- Property Location and Contact Information --  
Address 1: 200 Piedmont Ave  
Address 2: West Tower Suite 18  
City: Atlanta  
State: GEORGIA  
Zip: 30334  
County: Fulton  
Contact Name: Lauren Trainer  
Contact Phone: 404-858-8544  
Contact Email: lauren.trainer@doas.ga.gov/jan.deer@doas.ga.gov

-- Receiving Agency --  
Agency Name: Department of State  
Receiving Address: 222 Capital Ave. GA, 30334  
Receiving Contact: Wanda Mathis  
Receiving Phone: 555-857-8895  
Receiving Email: wandamathis@dos.ga.gov

Buttons: Edit, Pickup Labels

Add Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
<input type="checkbox"/>	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10	-	-	-	In Transfer	-	-	-	5

Download  
row(s) 1 - 1 of 1

Buttons: Back, Remove Asset, Approve, Print Labels, Print Detail

**Step 2)** Asset to Remove will appear. Click on the drop-down arrow in the field and select the asset line to remove. Then click “**Remove Asset**” button.

Remove Assets

Asset To Remove: ST-23-152957-001-NT

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
<input type="checkbox"/>	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10	-	-	-	In Transfer	-	-	-	5

**Step 3)** The selected asset will be deleted. Repeat steps as needed. When done, select “**Add Assets**” button to exit.

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
<input type="checkbox"/>	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10	-	-	-	In Transfer	-	-	-	0

Download  
row(s) 1 - 1 of 1

Buttons: Cancel, Add Assets, Approve, Print Labels, Print Detail

## Adding Documents & Images

### Step 1)

#### From Surplus Details Page

Click the hyperlink 0 under “Docs/Images” column located on the asset line. Go to step 2.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-153949-001-NT	Chairs	5	-	-	-	In Transfer	-	-	-	0

#### From Insert Surplus Asset page

Attachments can also be added while entering your asset. After entering all asset information, click the button “Save & Add Images” located at the bottom of the screen. Go to step 2.

**Insert Surplus Asset**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 7110 - OFFICE FURNITURE (7110)

Description \* Chairs

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

-- Summary --

Condition \* Good

VIN \* NA

Make \* UNK

Model \* UNK

Model Year

Serial Number NA

Odometer

Odometer UoM

Claim Number

-- Acquisition --

Accounting Date \* 10/12/2022

Accounting Method \* T

Accounting Description

Accounting Cost \* \$0.00

-- Web Surplus Notes --

Notes 1

Notes 2

-- Internal Notes --

Notes 3

Quantity \* 5

UoM \* EA

Date Available \* 10/12/2022

Back Save & Same Save & New Save & Done **Save & Add Images**

**Step 2)** Select “Choose File” or “Drag and Drop” the attachment from your computer/device. Once the attachment has been uploaded, choose a “save option”.

**Note:** Always attach photos of asset first, then documents (title, forms, spreadsheets).

<b>Back</b>	Returns to previous page without saving.
<b>Save and New</b>	Saves attachment and allows for additional attachments.
<b>Save and Done</b>	Saves attachment and closes window.

File \*

**Drag and Drop**  
Select a file or drop one here.

Or

Comments

Valid file types are .jpg, .jpeg, .gif, .png, .tiff, .tif, .txt, .csv, .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .rtf and .zip with a max file size of 1200 KB. Images will be resized if possible.

Back **Save & New** Save & Done

All photos must be in .jpg or .jpeg format. Attachment size limit is 1200KB. If size error: resize photos to 600x400 pixels and documents to smaller size.

## Adding Additional Documents & Images

There is a limit of 5 attachments per asset line. To attach additional photos or documents to the request, an additional asset line must be created. Follow the instructions below.

**Step 1)** Click on the hyperlink “Create New Asset”.



**Step 2)** Inset Surplus Asset page will open. Fill in the following:

- **NSN Group Code:** Enter 9900 – MISCELLANEOUS.
- **Description:** Write “Additional Photos or Documents”. If vehicle, write Title/ Inspection form.
- **Summary section:**
  - Condition: Select fair or same as original asset entered.
  - VIN, make, model, and serial number field input “NA” .
- **Acquisition Section**
  - Accounting Date: Enter Today’s date.
  - Accounting Cost: Enter 0.00.
- **Web surplus notes** Leave blank.
- **Internal Notes:** Enter 1 as quantity. Leave date available as is. *If transfer (T), push date out one year.*

**Step 3)** Click “Save & Add Images” and upload the additional photos or documents. When complete, click “save and done” button. The screen will return back to the Surplus Detail Page.

**Congratulations, you have successfully created a Surplus Request!**

The Status will show “in transfer” until Surplus receives the assets.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10	-	-	-	In Transfer	-	-	-	5
	ST-23-152957-002-NT	Additional Photos	1	-	-	-	In Transfer	-	-	-	2

## Site Manager Approval

The agency designated Site Manager must approve Surplus transfer requests before DOAS can review and process. Site Managers should ensure the information and required docs/photos are correct and attached **prior to approving**.

**Step 1)** Click on the **Surplus Tab** and scroll down to Search Surplus Transfer. Click the arrow to open the field. Complete the following fields:

- **From Site:** Enter the agency's site number. You can also use the drop-down to search by name.  
**! If multiple sites/locations managers must approve one site at a time.**
- **Status:** Click the drop-down arrow and select "waiting for approval".
- **Click Search.** Results show at the bottom of the screen under "Surplus Transfer" section.
- Click the pencil icon under View Colum to open the request.

The screenshot shows the 'Search Surplus Transfers' form. Callout 1 points to the 'Surplus' tab in the left sidebar. Callout 2 points to the 'Search Surplus Transfers' header. Callout 3 points to the 'From Site' dropdown menu. Callout 4 points to the 'Status' dropdown menu, with 'WAITING FOR APPROVAL' selected. Callout 5 points to the 'Search' button.

The screenshot shows the search results for 'Surplus Transfers'. A table with one row of results is displayed. A magnifying glass icon is circled in red in the 'View' column.

View	Surplus Transfer Number	Creation Date ↓	From Site	From Person	Method
	ST-23-162354	03/07/2023	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF	RHONDA FLETCHER	RS

Download



To approve a specific surplus request, input a creation start and end date. Then enter the Surplus Number in the magnifying glass field and click "Go" button.

**Step 2)** Click the “approve” button located under the assets on the Surplus Details page. “Approve Asset” section will open. Click the drop-down arrow next to the words “pending”. Then select “Approved” to send for DOAS Surplus review or select “rejected” to void asset line. Click the “save” button once all asset lines have been selected.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-153949-001-NT	Chairs	5	-	-	-	In Transfer	-	-	-	0

Download

row(s) 1 - 1 of 1

Back Remove Asset Approve Print Labels Print Detail

**Approve Assets**

Asset Number: ST-23-153949-001-NT Description: Chairs Qty Sent: 5

Approved \*  
 Pending  
 Pending  
 Approved  
 Rejected

Back Save

Tip: Click blue icon to approve multiply lines simultaneously

**Congratulations, you have successfully approved a request!**

To confirm, this message “Successfully approved assets” will appear at the top of the screen.

Also, a date will appear under the “Approve Date” section.

**Add Assets** Successfully approved assets.

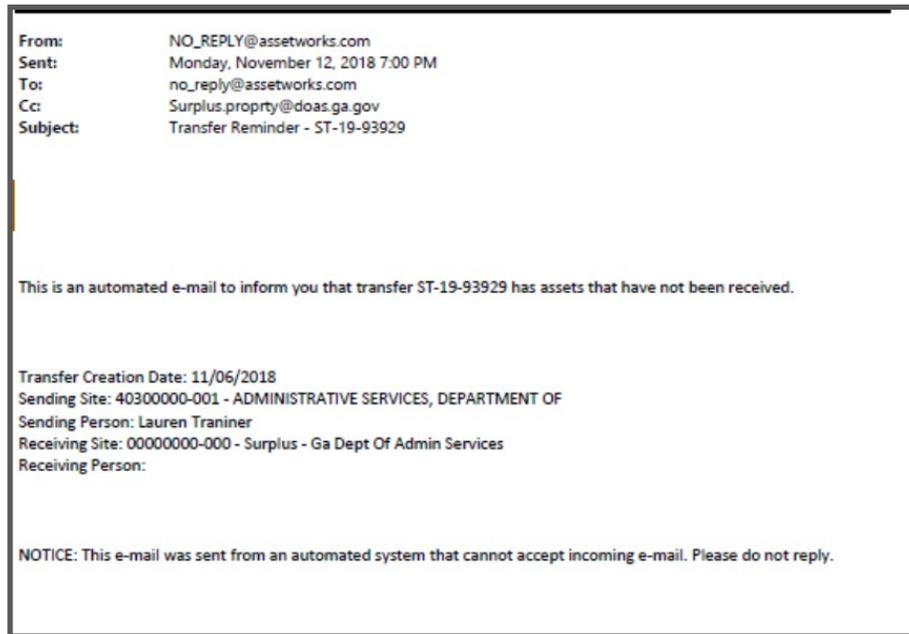
Create New Asset

Assets History

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-153949-001-NT	Chairs	5	-	-	-	In Transfer	-	-	11/07/2022	0

## What happens next?

Once the request has been approved by the site manager, it will appear in DOAS “Waiting for Receipt” queue. The system will send an auto generated email to the site user and site manager with the subject line “**Transfer Reminder- assets have not been received**”. **Note:** No further action is required on user’s end.



DOAS Surplus Specialist will review the request. **If the request is complete and correct**, it will be virtually “received”. The DOAS Surplus Specialist name will appear under the “Receiver” section and a date will appear under “Receive Date” section. The designated contact for the Surplus transaction should look out for an email notification from a Surplus Specialist regarding the status of the request. Example: Donee posting information, public auction posting, authorization letter for AD, ELC vendor scheduling instructions, etc.

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

Download

 For incorrect data or missing required attachments, Surplus will send an email to the designated contact, from person and/or site manager with changes to make or void the request to be reentered correctly.

## Appendix A- National Stock Number (NSN) List

1000 - WEAPONS (PISTOLS, RIFLES, SHOTGUNS, TASERS, BATON, ASP)  
1300 – AMMUNITION ( ALL TYPES)  
1510 - AIRCRAFT, FIXED WING  
1520 - AIRCRAFT, ROTARY WING  
1525 - COMBAT AIRCRAFT  
1925 - SPECIAL SERVICE VESSELS (BOATS)  
1940 - SMALL CRAFT (BOATS)  
2200 - RAILWAY EQUIPMENT (INCLUDES CARS AND OTHER RAIL EQUIPMENT)  
2310 - PASSENGER MOTOR VEHICLES  
2320 - TRUCKS AND TRUCK TRACTORS, WHEELED  
2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)  
2330 - TRAILERS  
2400 - TRACTORS (WHEELED)  
2800 - ENGINES (NON-ELECTRIC)  
3470 - MACHINE SHOP SETS, KITS, AND OUTFITS  
3700 - AGRICULTURAL EQUIPMENT  
3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR))  
3900 - MATERIAL HANDLING EQUIPMENT (FORKLIFTS, TUGS, WAREHOUSE EQUIPMENT)  
4100 - REFRIGERATION & AIR CONDITIONING (HVAC EQUIPMENT, WALK-IN REFRIGERATOR)  
4300 - PUMPS & COMPRESSORS (AIR & WATER)  
5410 - PREFABRICATED AND PORTABLE BUILDINGS  
5800 - COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL)  
6115 - GENERATORS AND GENERATOR SETS, ELECTRICAL  
6500 - MEDICAL/DENTAL (EQUIPMENT AND SUPPLIES)  
7021 - ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL  
7023 - MONITORS (ALL, CRT OR FLAT)  
7025 - ADP INPUT/OUTPUT AND STORAGE DEVICES  
7110 - OFFICE FURNITURE  
7210 - HOUSEHOLD FURNISHINGS  
7300 - FOOD SERVICE EQUIPMENT  
7400 - OFFICE MACHINES  
7500 - OFFICE SUPPLIES (CONSUMABLES)  
7600 - BOOKS, MAPS, OTHER PUBLICATIONS (BOOKS, MAPS, OTHER PUBLICATIONS)  
7700 - MUSICAL INSTRUMENTS  
7800 - RECREATIONAL & ATHLETIC EQUIPMENT  
7900 - CLEANING EQUIPMENT & SUPPLIES  
8400 - CLOTHING, INDIVIDUAL EQUIPMENT (INCLUDES HELMETS, GOGGLES, RIOT SHIELDS, WEB GEAR)  
8800 - LIVE ANIMALS  
9500 - METAL, BARS, SHEETS, SHAPES  
9900 – MISCELLANEOUS

## Appendix B- Agency Transfers & Transactions Report Instructions

! If you are assigned to a site and are still having trouble accessing the report, try adjusting your internet pop up blocker by adding AssetWorks (<https://ops21.incircuit.com/ops6/f?p=1031:101>) as an allowed site to Google Chrome or Microsoft Edge.

**Agency Transfers Report-** provides a status overview of surplus transfers for an agency or site within a specified date range. **NOTE: you will only have access to sites for which you are assigned.**

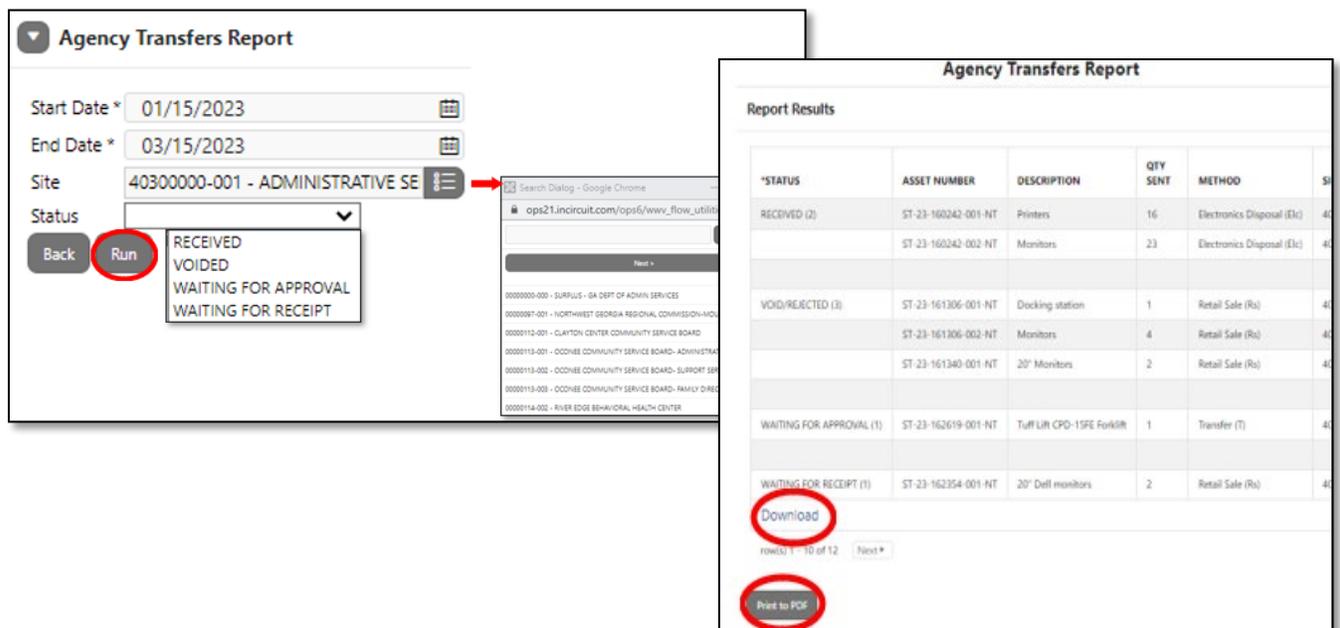
**Step 1)** Click on the Reports Tab and locate the Agency Transfers report from the reports list. Next, click on the arrow located to the left of the report.



Run	Edit	Report Name	Report Desc
		Account Eligibility	List of donee customers requiring re-certification
		Account Ledger Statement	All account ledger transactions for a date range.
		Account Receivable Summary by Filter	Account Receivable Summary by Filter
		Account Report	List of donees and their suspension statuses
		Accounts by County	List of donees in a specific county
		Active State Assets with NOTES 3	Active state assets report: use for processing and closing transactions..
		Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processed and exported.
		Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a specified date range.

**Step 2)** Fill in the following:

- **Start Date:** Input a two-digit month, two-digit day, and four-digit year (Ex:03/15/2023)
- **End Date:** Input a two-digit month, two-digit day, and four-digit year
- **Site:** Click the list icon and select the site number or site name.
- **Status:** Select an option from the dropdown arrow or leave blank to populate all.
- Click the “Run” button.
- View the report in AssetWorks, Excel format by clicking “Download” or PDF by click “Print to PDF” .



**Agency Transfers Report**

Start Date \* 01/15/2023

End Date \* 03/15/2023

Site 40300000-001 - ADMINISTRATIVE SE

Status

Back Run

RECEIVED  
VOIDED  
WAITING FOR APPROVAL  
WAITING FOR RECEIPT

Report Results

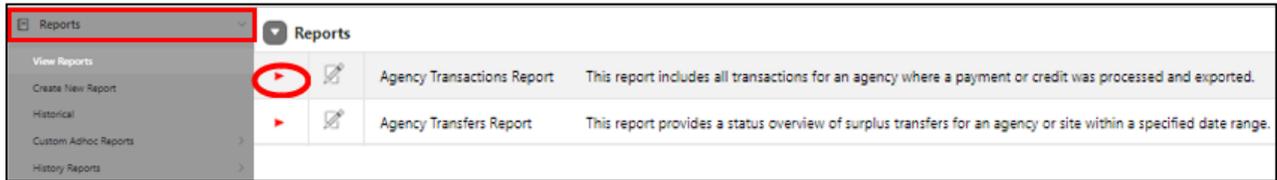
*STATUS	ASSET NUMBER	DESCRIPTION	QTY SENT	METHOD	SH
RECEIVED (2)	ST-23-160242-001-NT	Printers	16	Electronics Disposal (Etc)	40
	ST-23-160242-002-NT	Monitors	23	Electronics Disposal (Etc)	40
VOID/REJECTED (3)	ST-23-161306-001-NT	Docking station	1	Retail Sale (Ro)	40
	ST-23-161306-002-NT	Monitors	4	Retail Sale (Ro)	40
	ST-23-161340-001-NT	20" Monitors	2	Retail Sale (Ro)	40
WAITING FOR APPROVAL (1)	ST-23-162619-001-NT	Tuff LIR CPD-15PE Forklift	1	Transfer (T)	40
WAITING FOR RECEIPT (1)	ST-23-162354-001-NT	20" Dell monitors	2	Retail Sale (Ro)	40

Download

Print to PDF

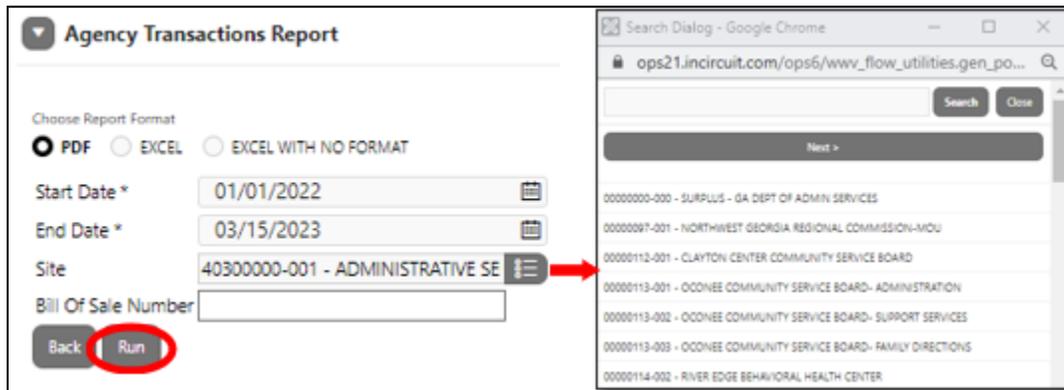
**Agency Transactions Report (Bill of Sale /Agency Reimbursement)-** This report includes all transactions for an agency where a payment or credit was processed and exported. **Note: you will only have access to sites for which you are assigned.**

**Step 1)** Go to the Reports Tab and locate the Agency Transaction report from the reports list. Next, click on the arrow located to the left of the report.



**Step 2)** Select and fill in the following:

- **Report format:** Select either PDF, Excel, or Excel with no format.
- **Start Date:** Input a two-digit month, two-digit day, and four-digit year (Ex:03/15/2023)
- **End Date:** Input a two-digit month, two-digit day, and four-digit year
- **Site:** Click the list icon and select the site number or site name.
- **Bill of Sale Number:** Input the Bill of Sale Number/ Transaction No or leave blank to populate all.
- Click the "Run" button. A new window will open and populate the report.



**Agency Transactions Report**

This report includes all transactions for an agency where a payment or credit was processed and exported.

Start Date: 01/01/2022  
End Date: 03/15/2023  
Site:  
Transaction Number:

Transaction No.	Payment ID.	Accounting Date.	Amount.	Reimbursement.
71983	22-WR-133	04/18/2022	\$50.00	\$0.00
Asset Number Description				
ST-22-146280-001				
Books				
72080	22-WR-149	05/17/2022	\$101.00	\$0.55
Asset Number Description				
ST-22-146085-001				
Stationary Blue Chairs				
ST-22-146085-002				
Stationary Chairs				
73970	23-WR-035	08/29/2022	\$245.00	\$87.00
Asset Number Description				
ST-23-151699-001				
L-shaped desk with hutch and storage				
ST-23-151699-002				
U-shaped desk with hutch				
ST-23-151699-003				
Filing cabinets				
ST-23-151699-004				
Sofa				
74108	23-WR-029	08/15/2022	\$102.50	\$1.50
Asset Number Description				
ST-23-151705-001				
Chairs				

**TOTAL ASSETS: 8**  
**TOTAL SALES PRICE: \$498.50**  
**TOTAL REIMBURSEMENT: \$89.05**

**PDF Format**

## Appendix C -Special Transfers: Vehicles

See chart below for vehicle methods and required attachments.

All vehicles, heavy equipment, aircraft, or trailer (2000 pounds +) **must be entered one per Surplus Number.**

⚠ **Surplus must have either a title, certificate of origin, or a legal document showing State ownership to process your request. Titles must be in disposing agency name.**

<b>Transfer (T)</b>	GA State Agency to GA State Agency. (DOAS Fleet approval required) <b>Required Attachment:</b> Title front & back (signed by the custodian agency).
<b>Vendor Disposal (T)</b>	Vehicles sold at State contracted auctioneer facility. Input if vehicles need to be picked up or dropped off In Agency Name under Receiving Agency section. Agency responsible for towing and other fees. <b>Required Attachment:</b> Title front & back(signed by the custodian agency). <b>Title &amp; key must be at location.</b>
<b>Direct Negotiated Sale (DNS)</b>	Sell to Local Government or eligible Non-Profit. <b>DOAS sets price.</b> Must have an active account with Surplus before submission into AW. Contact our office to check. <b>Required Attachment:</b> Title front & back (signed by the custodian agency). 5 required photos of vehicle for pricing. <b>Remember to remove all logos/decals and tag prior to taking photos.</b>
<b>Vendor Return (V)</b>	Insurance removal. Input claims # in Agency Name under Receiving Agency. <b>Required Attachment:</b> Title front & back (signed by the custodian agency). Claims document stating pickup. <i>(Must have Surplus authorization before removal).</i>
<b>Internet Sale (IS) Transfer (T)-no receiving</b>	Sell to public on online auction site. (Vehicle remains at location until sold) <b>Required Attachment:</b> Title front & back(signed by the custodian agency). <a href="#">Vehicle Inspection form</a> . <b>Required Photos:</b> Remember to remove all logos/decals and tag prior to taking photos. <ul style="list-style-type: none"> <li>• Front Corner, shows front &amp; driver side</li> <li>• Back Corner, shows rear &amp; passenger side</li> <li>• Engine compartment</li> <li>• Interior (front &amp; back)</li> <li>• Other photos with defects/damage</li> </ul>

**Step 1)** Click on the Surplus tab and select “Create” from the drop-down. Select a method then complete the property location and contact information section. Only complete receiving agency if T, DNS, or V.

**Step 2)** On the Surplus Detail page, scroll down page and click on “create new asset”. Fill in the following:

•**NSN Groups Code** restricted to:

Vehicles

- 2310- Passenger Motor Vehicle
- 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED
- 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)

Trailers

- 2330 - TRAILERS
- 2400- TRACTORS (WHEELED)
- 5410 - PREFABRICATED AND PORTABLE BUILDINGS

Heavy Equipment

- 3700 - AGRICULTURAL EQUIPMENT
- 3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR)

Aircraft

- 1510 - AIRCRAFT, FIXED WING
- 1520 - AIRCRAFT, ROTARY WING
- 1525 - COMBAT AIRCRAFT

- Description:** Enter four-digit year, make, model, & VIN/SN/Hull. Include agency # for easy lookup .  
EX: 2010 Ford 350 XVN1234CBD (2252)
- Summary:** Select the condition. Then enter the VIN/Hull, make, model, year, odometer and odometer UOM. Enter the serial number if given or input the agency number.
- Accounting:** Enter Today's date for accounting date and 0.00 in accounting cost field if unknown.
- Web Surplus Notes 1 & 2:** Let DOAS know if title & keys are on location. All other info should be on the Inspection form.
- Internal Notes:** Leave note 3 blank. Enter Quantity as 1 with UOM as EA. Leave date available as is **unless method is transfer.**
- Save option:** Select **Save and Done** if method T/vendor disposal or V. If method is T, IS, or DNS, select **Save & Same.** Change description field to Additional documents and select **Save and done.**

**Step 3)** On the Surplus details page click on (0) under Docs and Images column to add attachments. If there are two asset line, add photos to asset line 1 and additional photos like a title or inspection form to asset line 2. **Note:** Photos should be in .jpg or .jpeg format and smaller than 1200KB. Photos 600x400 pixels.

### Insert Surplus Asset Example

**Insert Surplus Asset**

Asset Number \* [AUTO-ASSIGN]

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

Description \* 2017 Ford Super Wagon Van 1FBJKL1G17859LKJ (4848)

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

-- Summary --

Condition \* Poor

VIN \* 1FBJKL1G17859LKJ

Make \* Ford

Model \* Super Wagon

Model Year 2017

Serial Number 4848

Odometer 50,000

Odometer UoM MILES

Claim Number

-- Acquisition --

Accounting Date \* 03/16/2023

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

-- Web Surplus Notes --

Notes 1 Title and key on location

Notes 2

-- Internal Notes --

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 03/16/2023

Complete if method V was selected

Buttons: Back, Save & Same, Save & New, Save & Done, Save & Add Images

**Insert Surplus Asset**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 3700 - AGRICULTURAL EQUIPMENT

Description \* 2005 John Deer 4310 tractor

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

-- Summary --

Condition \* Fair

VIN \* 2324

Make \* John Deer

Model \* 4310

Model Year 2005

Serial Number 2627589

Odometer 680

Odometer UoM HOURS

Claim Number

-- Acquisition --

Accounting Date \* 03/16/2023

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

-- Web Surplus Notes --

Notes 1 key on location

Notes 2

-- Internal Notes --

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 03/16/2024

Buttons: Back, Save & Same, Save & New, Save & Done, Save & Add Images

## Completed Surplus Detail Page Example

**Surplus Detail**

Surplus Number: ST-23-153949  
 Creation Date: 11/04/2022  
 From Site: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMO  
 From Person: TRAINER, SURPLUS  
 Method: [Choose a method](#)

-- Property Location and Contact Information --

Address 1: 200 Piedmont Ave  
 Address 2:  
 City: Atlanta  
 State: GEORGIA  
 Zip: 30334  
 County: Fulton  
 Contact Name: Surplus Demo  
 Contact Phone: 404-657-8544  
 Contact Email: surplusdemo@doas.ga.gov

-- Receiving Agency -- *Complete if method is T, DNS, V, or Vendor Disposal (T)*

Agency Name:  
 Receiving Address:  
 Receiving Contact:  
 Receiving Phone:  
 Receiving Email:

[Edit](#) [Pickup Labels](#)

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-152957-001-NT	2017 Ford Super Wagon Van 1FBJKL1G17859LKJ (4848)	1	-	-	-	In Transfer	-	-	-	<a href="#">5</a>
	ST-23-152957-002-NT	Additional Photos & Documents	1	-	-	-	In Transfer	-	-	-	<a href="#">2</a>

Attach required documents

## Required Photos Sample



Front Corner, shows front & drivers side



Back Corner, shows rear & passenger side



Other photos to show major damage or defect



Interior



Engine compartment

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

## Appendix D- Special Transfers: Electronic Disposal

Electronics may be submitted to Surplus as a Transfer, Direct Negotiated Sale, Internet Sale, Vendor Return, or Electronic Recycling. See below for entry examples and required attachments.

Transfer (T) Electronic Recycling (ELC)	GA State Agency to GA State Agency. To DOAS Surplus contracted recycling vendor. *Must have a <i>minimum of 10 pieces</i> . <b>Required Attachment:</b> Inventory with make, model, serial number, agency #. <i>Note: hard drives or data can be wiped and do not require removal.</i>
Vendor Return (VR)	To contracted electronics vendor. <b>Required Attachments:</b> Contract or quote detailing exchange & inventory with make, model, serial number, agency #. <i>Note: hard drives or data must be wiped.</i>
Direct Negotiated Sale (DNS) Internet Sale (IS)	To local government or eligible non-profit. To public through online auctions sites. Note: <i>No more than 50 computers or monitors per request and must be same make and model. Do not wrap.</i> <b>Required Attachments:</b> Photos, inventory with make, model, serial number, agency #, & Agency CIO verification of data removal by: <ul style="list-style-type: none"> <li>• Agency Head or CIO (IT Manager only if there is no CIO) approves request in AW.</li> <li>• Attach a signed email from CIO certifying the data storage devices has been removed.</li> <li>• Attach a copy of the surplus detail page sign by CIO certifying data storage devices have been removed.</li> </ul> <i>Note: hard drives or data must be removed.</i>

**Step 1)** Click on the Surplus tab and select “Create” in the drop-down. On the form, select either Transfer, Direct Negotiated Sale, Internet Sale, Electronic Disposal or Vendor Return as the method. Then fill in property location and contact information. Leave *Receiving Agency* section blank unless T, DNS, or V.

**Step 2)** On the Surplus Detail page, scroll down and click on “create new asset”. Fill in the following.

*Note: For requests with the method of ELC, there should no more than 6 or 7 asset lines on the request.*

- **NSN Groups Code** restricted to:
  - (5800) COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL)
  - (7021) ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER, DIGITAL)
  - (7023) MONITORS (ALL, CRT OR FLAT)
  - (7025) ADP INPUT/OUTPUT AND STORAGE DEVICES (hard drives & servers)
  - (7400) OFFICE MACHINES (printers, fax, copier, etc.)
  - (9900) Miscellaneous
- **Description:** Enter item pertaining to NSN code. (ex: Dell desktop computers).  
*If method ELC:* type in all assets that correspond to the NSN code. (Ex: Code 7400:Printers, Typewriter, Fax)
  - **Summary:** Select the condition(**do not use scrap**). Enter “NA” for VIN. Enter “see attached” in make, model, serial number. You will attach this information to the request later.
  - **Accounting:** Enter Today’s date for accounting date and 0.00 in accounting cost field if unknown.
  - **Web Surplus Notes 1 & 2:** Enter need to know information about assets.
  - **Internal Notes:** Leave note 3 blank. Quantity: enter total of all items in description field. UOM is EA. Leave date available as is unless method is Transfer(change to next year).
  - **Click Save & Same** to add more asset(Change description & Qty) or **Save & Done** when complete.

**Step 3)** Screen will return to Surplus Detail Page. Click the (0) under Docs/images. The page will open to attachment insert screen. Upload required attachments for method selected. *Note: Photos should be attached 1<sup>st</sup> then attach documents 2<sup>nd</sup>.*

# Create Surplus & Insert Surplus Asset Entry Example

## Electronic Scrap (ELC)

**Create Surplus Transfer**

From Site \* 00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES - SURPLUS DIVISION, A

Method \* Electronics Disposal (Elc)

-- Property Location and Contact Information --

Address 1 \* 200 Piedmont Ave

Address 2 West Tower Loading Dock

City \* Atlanta

State \* GEORGIA

County \* Fulton

Zip \* 30334

Contact Name \* Lauren Trainer

Contact Phone \* 404-657-8544

Contact Email \* lauren.trainer@doas.ga.gov

-- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

Create

**Insert Surplus Asset**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 7400 - OFFICE MACHINES

Description \* Printer, Scanners, Shredders

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

-- Summary --

Condition \* Fair

VIN \* NA

Make \* See attached

Model \* see attached

Model Year

Serial Number See attached

Odometer

Odometer UoM

Claim Number

-- Acquisition --

Accounting Date \* 03/17/2023

Accounting Method \* ELC

Accounting Description

Accounting Cost \* 0.00

-- Web Surplus Notes --

Notes 1

Notes 2

-- Internal Notes --

Notes 3

Quantity \* 20

UoM \* EA

Date Available \* 03/17/2023

Back Save & Same Save & New Save & Done Save & Add Images

Input all assets that correspond with NSN code

Total of all in description

Attach inventory on line 1

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-22-139856-001-NT	Desktop Computers & laptops	25	-	-	-	In Transfer	-	-	-	1
	ST-22-139856-002-NT	Monitors (assorted sizes)	20	-	-	-	In Transfer	-	-	-	0
	ST-22-139856-003-NT	Printers, Scanners, Shredders	15	-	-	-	In Transfer	-	-	-	0
	ST-22-139856-004-NT	Hard drives	25	-	-	-	In Transfer	-	-	-	0
	ST-22-139856-005-NT	Apple iPhone 6	13	-	-	-	In Transfer	-	-	-	0
	ST-22-139856-006-NT	keyboards, mouse, laptop docking stations, ethernet cords	10	-	-	-	In Transfer	-	-	-	0

## Transfer, Direct Negotiated Sale, Internet Sale, & Vendor Return

**➤ Create Surplus Transfer**

From Site \*

Method \*

Select a method

Transfer (T)

Direct Negotiated Sale (DNS)

Internet Sale (IS)

Vendor Return (VR)

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

Address 1 \*

Address 2

City \*

State \*

County \*

Zip \*

Contact Name \*

Contact Phone \*

Contact Email \*

**-- Receiving Agency -- Complete Section if T, DNS, or VR**

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

**▼ Insert Surplus Asset**

Asset Number \*

NSN Group Code \*

Description \*

Site \*

**-- Summary --**

Condition \*

VIN \*

Make \*

Model \*

Model Year

Serial Number

Odometer

Odometer UoM

Claim Number

**-- Acquisition --**

Accounting Date \*

Accounting Method \*

Accounting Description

Accounting Cost \*

**-- Web Surplus Notes --**

Notes 1

Notes 2

**-- Internal Notes --**

Notes 3

Quantity \*

UoM \*

Date Available \*

Attach photos 1<sup>st</sup> then inventory

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-152957-001-NT	Dell 720 Monitors	20	-	-	-	In Transfer	-	-	-	3

## Appendix E- Special Transfers: Books

**Step 1)** Click on Surplus tab and select “Create” from the drop-down. On the form, select a method. Then fill in property location and contact information. leave Receiving Agency section blank unless T, DNS, RS, or V.

**Step 2)** On the Surplus Detail page, scroll down and click on “create new asset”. Fill in the following.

- **NSN Groups Code:** 7600 - BOOKS, MAPS, OTHER PUBLICATIONS
- **Description:** Can be listed as textbook, workbooks, library book, etc.
- **Summary:** Select the condition. Enter “NA” for VIN. Enter “see attached” make, model, serial number (you will attach this information to the request later).
- **Accounting:** Enter Today’s date for accounting date and 0.00 in accounting cost field.
- **Web Surplus Notes 1 & 2:** Enter detailed info about books. (in boxes, inspection times, etc.)
- **Internal Notes:** Leave note 3 blank. Quantity: enter total of all items in description field. UOM is EA. Leave date available as is unless method is Transfer(change to next year).
- **Select Save & Same** to add more asset(change description & Qty) or **Save & Done** when complete.

**Step 3)** Screen will return to Surplus Detail Page. **Click the (0) under Docs/images.** The page will open to attachment insert screen. Upload photos of the books and then the inventory sheet. The inventory sheet **should include titles, authors, ISBNs, copyrights,** and other important information. Photos should display a variety of books. *If books are in boxes, please take some out and take pictures.*



Insert Surplus Asset Example for Books

**Insert Surplus Asset**

<p>Asset Number * [AUTO-ASSIGN]</p> <p>NSN Group Code * 7600 - BOOKS, MAPS, OTHER PUBLICATIONS (BOOKS, MAPS, OTHER PUBLICATIONS)</p> <p>Description * Textbooks</p> <p>Site * 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT</p> <p><b>-- Summary --</b></p> <p>Condition * Fair</p> <p>VIN * NA</p> <p>Make * See attached</p> <p>Model * See attached</p> <p>Model Year</p> <p>Serial Number See attached</p> <p>Odometer</p> <p>Odometer UoM</p> <p>Claim Number</p>	<p><b>-- Acquisition --</b></p> <p>Accounting Date * 03/17/2023</p> <p>Accounting Method * T</p> <p>Accounting Description</p> <p>Accounting Cost * 0.00</p> <p><b>-- Web Surplus Notes --</b></p> <p>Notes 1</p> <p>Notes 2</p> <p><b>-- Internal Notes --</b></p> <p>Notes 3</p> <p>Quantity * 36</p> <p>UoM * EA</p> <p>Date Available * 03/17/2023</p>
---	--

Buttons: Back, Save & Same, Save & New, Save & Done, Save & Add Images

Total count of each book

Attach photos 1<sup>st</sup> then inventory

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-152957-001-NT	Textbooks	25	-	-	-	In Transfer	-	-	-	5

## Appendix F- Special Transfers: Boats

Surplus **must have** either a registration, certificate of origin, purchase order/receipt, or a legal document showing State ownership for all mechanically propelled vessels, sailboats more than 12 feet in length, or trailer over 2000 pounds. These types of boats & trailers must be entered **one per Surplus Number**.

**Step 1)** Click on the Surplus tab and select “Create” from the drop-down. On the form, select a method. Then fill in property location and contact information. Leave Receiving Agency section blank unless T, DNS, RS, or V.

**Step 2)** Scroll down the Surplus Detail page and click on “create new asset”. Fill in the following:

**Note:** *Boats that include the motor and trailer must be listed on separate asset lines.*

- **NSN Group Codes are restricted to the following:**
  - 1925- Special Service Vessels (boat over 66 feet)
  - 1940 - SMALL CRAFT (boat under 66 feet)
  - 2330 -TRAILERS
  - 2800 - ENGINES (NON-ELECTRIC)- Motors
  - 7800- Recreational & Athletic Equipment (pedal, kayak, canoe, or inflatable)
- **Description:** Enter item pertaining to NSN code by 4-Digit Year, Make, Model, HIN/Serial Number.  
(HIN – Hull Identification Number) EX:1999 War Eagle Boat MTW077745662.
- **Summary:** Select the condition. For VIN, enter HIN (if none enter agency tag #).  
Enter boat make, model, serial number(if none put NA).
- **Accounting:** Enter Today’s date for accounting date and 0.00 in accounting cost field if unknown.
- **Web Surplus Notes1 & 2:** Enter detailed information about the boats.(Ex. has holes. Paddles included). For service vessels & small craft fill out inspection form for condition.
- **Internal Notes:** Leave note 3 blank. Quantity: enter total of all items in description field (**if service vessels & small craft QTY should be 1**). UOM is EA. Leave date available as is unless method is transfer (change to next year).
- **Click Save & Same** to add more asset(change description & Qty) or **Save & Done** when complete.

**Step 3)** Click the (0) under Docs/images on the Surplus Detail Page. Upload photos, inspection form, boat registration(if apply). **Note: photos of boat to include** the inside and outside of the boat, showing all sides, floorboard, control panel(if apply), extra accessories/equipment, and any visible damages. **Photos of the motor should include** manufactures’ tag/data plate, all sides, and any visible damages. **Photos of the trailer should include** all sides, tow hitch, wheels/tires, and any visible damages. **Remember to remove all logos/decals & tag prior to taking photos.** **Inspection form should include** dimensions, all pertinent information, wheel/tire size, tow hitch size, and explain the overall condition for boat, motor, and trailer.

**Insert Surplus Asset** **Entry Example: Recreational/Athletic Boats**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 7800 - RECREATIONAL & ATHLETIC EQUIPMENT

Description \* Sportsman Solo 119 Canoe Boats

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Summary --**

Condition \* Fair

VIN \* NA

Make \* Sportsman Solo

Model \* 119

Model Year

Serial Number See attached

Odometer

Odometer UoM

Claim Number

**-- Acquisition --**

Accounting Date \* 03/17/2023

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

**-- Web Surplus Notes --**

Notes 1 No visible holes. Paddles included

Notes 2 Inspect Mon-Fri 9Am-3PM

**-- Internal Notes --**

Notes 3

Quantity \* 5

UoM \* EA

Date Available \* 03/17/2023

Back Save & Same Save & New Save & Done Save & Add Images

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-152957-001-NT	Sportsman Solo 119 Canoe Boats	5	-	-	-	In Transfer	-	-	-	5

**Insert Surplus Asset** **Entry Example: Special Serviced Vessel/Small Craft Boats with Trailer & Motor**

Asset Number \* [AUTO-ASSIGN]

NSN Group Code \* 1940 - SMALL CRAFT (1940)

Description \* 1999 War Eagle Jon Boat MTW07748G899(122467)

Site \* 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT

**-- Summary --**

Condition \* Fair

VIN \* MTW07748G899

Make \* War Eagle

Model \* Jon

Model Year 1999

Serial Number 122467

Odometer

Odometer UoM

Claim Number

**-- Acquisition --**

Accounting Date \* 03/17/2023

Accounting Method \* T

Accounting Description

Accounting Cost \* 0.00

**-- Web Surplus Notes --**

Notes 1 Inspect Mon-Fri 9Am-3PM

Notes 2

**-- Internal Notes --**

Notes 3

Quantity \* 1

UoM \* EA

Date Available \* 03/17/2023

Back Save & Same Save & New Save & Done Save & Add Images

	ST-19-93609 -001-NT	1999 War Eagle River Boat MTW07748G899 (122467)	1
	ST-19-93609 -002-NT	2006 Trailstar Tracker Marine Boat Trailer 4TM19BD196B001328	1
	ST-19-93609 -003-NT	2006 Mercury F25EH Outboard Motor OR150821	1

## Appendix G- Special Transfers: Furniture

**Step 1)** Click on the Surplus tab and select “Create” from the drop-down. Select a method. Then fill in property location and contact information. leave Receiving Agency section blank unless T, DNS, RS, or V.

**Step 2)** Scroll down and click on “create new asset” on the Surplus Detail page. Fill in the following:

- **NSN Group Codes are restricted to the following:**
  - 7110-Office Furniture
  - 7210-HouseHold Furnishing
  - 9900-Miscellaneous
- **Description:** Enter the type of furniture. This would include the furniture characteristics such as shape, color, material, or function. EX: Black Folding Tables.
- **Summary:** Select the condition. Enter “NA” for VIN. Enter the make, model, & serial number(input UNK if unknown).
- **Accounting:** Enter Today’s date for accounting date and 0.00 in accounting cost field.
- **Web Surplus Notes 1 & 2:** Enter information about items. **Note: Measurements are required** for desks, tables, file cabinets, credenza, bookshelf/cases, & cubicle panels when T or IS is selected.
- **Internal Notes:** Leave note 3 blank. Quantity: enter total of all items in description field. UOM is EA. Leave date available as is unless method is transfer(change to next year).
- **Select Save & Same** to add more asset(change description & Qty) or **Save & Done** when complete.

**Step 3)** Screen will return to Surplus Detail Page. Click the (0) under Docs/Images. The page will open to attachment insert screen. Upload photos of the furniture. Photos should clearly show the entire item without any clutter on it. If similar items, take a photo of the group and 1 to 2 close individual photos.

**Insert Surplus Asset**

<p>Asset Number * [AUTO-ASSIGN]</p> <p>NSN Group Code * 7110 - OFFICE FURNITURE (7110)</p> <p>Description * Assorted Rolling Office Chairs</p> <p>Site * 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT</p> <p><b>-- Summary --</b></p> <p>Condition * Poor</p> <p>VIN * NA</p> <p>Make * UNK</p> <p>Model * UNK</p> <p>Model Year</p> <p>Serial Number UNK</p> <p>Odometer</p> <p>Odometer UoM</p> <p>Claim Number</p>	<p><b>-- Acquisition --</b></p> <p>Accounting Date * 03/06/2023</p> <p>Accounting Method * T</p> <p>Accounting Description</p> <p>Accounting Cost * 0.00</p> <p><b>-- Web Surplus Notes --</b></p> <p>Notes 1 5 Blue Cloth material/ 5 Red Cloth Material</p> <p>Notes 2 Inspect M-F 9AM-3PM</p> <p><b>-- Internal Notes --</b></p> <p>Notes 3</p> <p>Quantity * 10</p> <p>UoM * EA</p> <p>Date Available * 03/17/2024</p>
---	--

Back Save & Same Save & New Save & Done Save & Add Images

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-152957-003-NT	Assorted Rolling Office Chairs	10	-	-	-	In Transfer	-	-	-	3

## Appendix H- Required Information

Certain documents and photos are required to submit a surplus request. Agencies should check all photos and documents for accuracy and clarity before submission. **Requests with missing or unviewable items will not be processed.** Surplus will reach out to contact listed and property coordinator for missing info or clarification prior to void. See below chart for required items per disposal method.



**Note: Proof of State ownership is always required regardless of disposal type for vehicles, trailers over 2,000 pounds, non-recreational boats and other on road items.** Vehicles with confidential status titles must be removed prior to surplus request submission.

Method	Required Items
Retail Sale (RS) Internet Sale (IS)	<ul style="list-style-type: none"> <li>• Photos of items</li> <li>• Make, Model, Serial number, etc. If multiple items: attach a spreadsheet with Make, Model, Serial number, etc.</li> </ul> <p><i>Include If vehicles/heavy equipment/boats</i></p> <ul style="list-style-type: none"> <li>• Proof of State ownership</li> <li>• Inspection Form</li> </ul>
Transfer (T) Direct Negotiated Sale (DNS)	<ul style="list-style-type: none"> <li>• Photos</li> <li>• Make, Model, Serial number, etc. If multiple items: attach a spreadsheet with Make, Model, Serial number, etc.</li> <li>• Proof of State ownership (vehicles/heavy equipment/boats)</li> </ul>
Vendor Return (VR)	<ul style="list-style-type: none"> <li>• Quote/Contract</li> <li>• Insurance/ DOAS Risk authorization letter/email</li> </ul>
Live Auction (T)	<ul style="list-style-type: none"> <li>• Proof of State ownership</li> <li>• Photos (See Surplus Manual Chapter 13.6).</li> <li>• Vehicle Inspection Form.</li> <li>• Keys verification by note.</li> </ul>
Authorized Disposal (AD)	<ul style="list-style-type: none"> <li>• Photos showing damage or item condition.</li> <li>• Note explaining damage or condition if not visible on photos.</li> </ul>
Electronic Disposal (ELC)	Spreadsheet with items serial number, make, model, agency tag #. <i>*optional.</i>

## Additional Help

For additional help or surplus training, please visit our website: <http://doas.ga.gov/surplus-property/education-and-training> and click on Education & Training. There you will find videos about surplus property and the link to Team Georgia Learning where you can review the AssetWorks training.

