Georgia Surplus Property Manual

Department of Administrative Services
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Atlanta, GA 30334-9010

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Reduce, Reuse, Recycle

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Section 1. Overview and General Information

Chapter 1: Purpose and Application of Surplus Property Manual

1.1 Purpose

The purpose of this Surplus Property Manual (hereinafter the "Manual") is to publish the administrative rules and regulations issued by the Department of Administrative Services (DOAS), through its Surplus Division (Surplus). These administrative rules govern the activities used to dispose of state surplus personal property and are intended to support the following purposes:

1. Save the state (taxpayers) money through centralized redistribution and disposal of unneeded property.
2. Create an audit trail that verifies and validates appropriate property disposal as required by legislation, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
3. Maximize the return on investment for the disposal of state property.
4. Make as consistent as possible the surplus property regulations among eligible participants and entities in the state.
5. Provide guidance, and facilitate the acquisition of federal surplus/excess property by state participants.
6. Ensure the fair and equitable treatment of all persons who deal with the surplus property system of Georgia.

1.2 Applicability of Surplus Property Manual

This manual supersedes the Surplus Property Disposal Guide (Guide) and any revisions to the Guide or the Manual issued prior to the effective date of the Manual.

Chapter 2: About Surplus

2.1 Surplus Mission

The mission of the Department of Administrative Services (DOAS) Surplus Division is:

"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."

Surplus is responsible for the final disposition of all state personal property. Additionally, it serves as the State Agency for Surplus Property (SASP), and acts as the federal government's agent for eligible recipients to acquire federal surplus/excess property.

2.2 Surplus Contact Information

Surplus is centrally managed out of the administrative office in Atlanta:

200 Piedmont Avenue, S.E., Ph: 404-657-8544
Suite 1802 West Tower Fax: 404-463-2912
Atlanta, Georgia 30334-9010 Email: star@doas.ga.gov

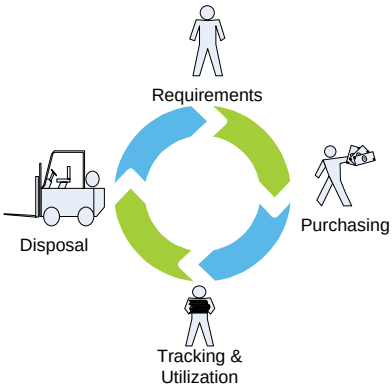
For more information, visit the Surplus web site at http://surplusproperty.doas.georgia.gov

Chapter 3: Understanding Property Management and Surplus Definitions

3.1 Key Elements of Property Management

A review of the key property management life cycle process and roles should provide background for how decisions about surplus property are made.

1. Property Management Life Cycle



The key stages of managing state property are:

1. **Needs assessment and requirements definition**
   (What do we need?)
2. **Procurement**
   (Did we acquire the best value for the need?)
3. **Utilization and property tracking**
   (Are we using it efficiently?)
4. **Disposal**
   (What is the best manner of disposal?)

2. Property Roles of the State and State Agencies

The State and its entities have distinct property management roles. The key definitions are provided below:

- **State's property role**

  All property purchased by or donated to the State, regardless of the funding source is **owned** by the State. As the owner, the State has final decision-making authority over all functions — procurement and disposal, in particular.

  - **Ownership** is defined as "having a legal, rightful title to property."

- **State agencies' property role**

  As good stewards of taxpayer funds, all state agencies and employees are **responsible** and **accountable** for how state personal property is utilized, tracked and disposed of in an efficient and effective manner.

  - **Accountability** is to "possess and have use of property with delegated duties and responsibilities."

- **Responsibility** is "to be answerable for a trust or obligation."

3. Surplus Property

The State's surplus property management process addresses the final step of the property life cycle. Once a state agency no longer has a use for property, DOAS Surplus Property Division is responsible for determining the best utility of that property, which could include inter-agency transfer, sale, or destruction. Understanding key parts of property management should help agencies understand how to make decisions regarding surplus property.

3.2 Property Definitions

Real property is assets or property that includes land and buildings and anything affixed to the land.

Personal property is "any fixed or movable tangible property used for operations, the benefits of which extend beyond one year from the date of acquisition." Essentially, personal property refers any item that is owned by the state, and is not real estate, regardless of acquisition cost or method.

Capital assets may be either real or personal property that have a value equal to or greater than the capitalization threshold for the classification of the asset, and have an estimated life greater than one year. The personal property capitalization threshold is currently $5,000. (Additional information can be found in the Department of Audits, Capital Asset Guide.)

Surplus property is non-consumable personal property that the state no longer requires.

Chapter 4: Surplus Property Laws and Regulations

4.1 Georgia Laws

The purpose of this section is to provide the legal authority for state surplus property in the State of Georgia, as set forth in the Official Code of Georgia Annotated (O.C.G.A.).

§ 50-5-51. Power, authority, and duty of department

(7) To establish and operate the state agency for surplus property for the purpose of distributing surplus properties made available by the federal government under Pub. L. 152, 81st Congress, as amended, to institutions, organizations, agencies, and others as may be eligible to receive such surplus properties pursuant to applicable provisions of federal law. The commissioner may enter into or authorize the aforesaid state agency for surplus property to enter into cooperative agreements with the federal government for the use of surplus properties by the state agency. The commissioner is authorized to enter into contracts with other state, local, or federal agencies, or with other persons with respect to the construction, operation, maintenance, leasing, or rental of a facility for use by the state agency. Further, the commissioner may acquire real or personal property for such purposes;

§ 50-5-140. Department to request lists of surplus property

It shall be the duty and responsibility of the head of each department, institution, or agency of the state to furnish, upon written request by the Department of Administrative Services on such forms as provided by it, a list of all surplus personal property held by that department, institution, or agency at the time of the request. These requests may be made by the Department of Administrative Services as often as it deems necessary.

§ 50-5-141. Transfer, sale, trade, or destruction authorized; prohibition of certain employee purchases

(a) The Department of Administrative Services is authorized and it shall be its duty to dispose of surplus property by one of the following means:

(1) Transfer to other state agencies;

(2) Sell to the highest responsible bidder for cash;

(3) Sell by fixed price; provided, however, that surplus property sold by fixed price shall have been originally purchased by the state for an amount of $5,000.00 or less;

(4) Trade in such surplus property on the purchase of new equipment if the Department of Administrative Services shall determine that such action is for the best interest of the state; or

(5) Where the Department of Administrative Services shall determine that the surplus property has no value or that the cost of maintaining and selling the surplus property exceeds the anticipated proceeds from the sale of the surplus property, by destruction and disposal and order of removal from the inventory of the department, institution, or agency with such action noted thereon.

(b) No employee of the Department of Administrative Services or such employee's immediate family member shall purchase surplus property sold by fixed price or negotiated sale; nor shall any person purchase surplus property by fixed price or negotiated sale for the direct or indirect benefit of any such employee or employee's immediate family member.

§ 50-5-142. Commissioner to promulgate rules and regulations

The commissioner of administrative services shall promulgate such rules and regulations as may be required to carry out Code Sections 50-5-140, 50-5-141, 50-5-143, 50-5-144, and 50-5-146 and shall establish procedures for the disposition of surplus property, including the manner whereby the sale of surplus property shall be advertised and competitive bids for the purchase thereof shall be secured.

§ 50-5-143. Transfer to political subdivision by negotiated sale; conditions

(a) As used in this Code section, the term "political subdivision" means any county or municipality of this state or any county or independent board of education of this state.

(b) In addition to the authority provided in Code Section 50-5-141, the Department of Administrative Services shall be further authorized to dispose of surplus property by the transfer of the property to any political subdivision through a negotiated sale if the Department of Administrative Services determines that such sale would be in the best interests of the state, and, under the circumstances, the negotiated sales price would constitute a reasonable consideration for the property.

(c) When any surplus property is transferred to a political subdivision, pursuant to subsection (b) of this Code section, such transfer shall be subject to the following conditions:

(1) The property shall not be resold by any such political subdivision within one year after the transfer without the written consent of the Department of Administrative Services; and

(2) The Department of Administrative Services shall have the right, which shall be exercised at its discretion, to supervise the resale of the property at public outcry to the highest responsible bidder if the resale of the property is within one year after such transfer.

§ 50-5-144. Transfer to charitable institutions or public corporations by negotiated sale; conditions

(a) As used in this Code section, the term:

(1) "Charitable institution" means any nonprofit tax-exempt person, firm, or corporation providing services within this state.

(2) "Public corporation" means any public authority or other public corporation created by or pursuant to state law.

(b) In addition to any other authority provided by Code Sections 50-5-140 through 50-5-143, this Code section, and Code Section 50-5-146, the Department of Administrative Services shall be authorized to dispose of surplus property, including surplus property subject to paragraph (7) of Code Section 50-5-51, by the transfer of the property to any charitable institution or public corporation through a negotiated sale if the department determines that such sale would be in the best interests of the state, and, under the circumstances, the negotiated sales price would constitute a reasonable consideration for the property.

(c) When any surplus property is sold to a charitable institution or to a public corporation pursuant to subsection (b) of this Code section, the sale shall be subject to the following conditions:

(1) The property shall not be resold by the purchaser within one year after the sale without the written consent of the Department of Administrative Services; and

(2) The Department of Administrative Services shall have the right and obligation to supervise the resale of the property at public outcry to the highest responsible bidder if the resale is within one year after the sale and, if the resale price exceeds the original negotiated sales price, the amount of the excess shall be paid to the Department of Administrative Services.

§ 50-5-145. Limited application of provisions

Nothing contained within Code Sections 50-5-140 through 50-5-144 and 50-5-146 shall be construed so as to apply to any real property owned by the state, and such Code sections shall not apply to such property, nor shall such Code sections be construed so as to prohibit the Attorney General from distributing or selling the published reports of the opinions of the Attorney General.

§ 50-5-146. Penalty

Any person who causes state property having a value of less than $200.00 to be disposed of in violation of this article shall be guilty of a misdemeanor. If such property has a value of $200.00 or more, he or she shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one year nor more than five years.

4.2 Federal Laws and Regulations

The purpose of this section is to provide reference to the legal authority for the acquisition and use of federal surplus property in the State of Georgia as primarily set forth in the 41 CFR § 101-42.000, § 101-43.000, § 101-45.000 and cross-referenced to the Federal Management Regulation (FMR) (41 CFR chapter 102, parts 102–1 through 102–220). Listed below are key regulations associated with federal surplus property:

41 CFR 102 Subchapter B--Personal Property

102-33.5 to 102-33.460	Management of Government Aircraft
102-34.5 to 102-34.350	Motor Vehicle Management
102-35.5 to 102-35.30	Disposition of Personal Property
102-36.5 to 102-36.475	Disposition of Excess Personal Property
102-37.5 to 102-37.580	Donation of Surplus Personal Property
102-38.5 to 102-38.370	Sale of Personal Property

102-39.5 to 102-39.85	Replacement of Personal Property Pursuant to the Exchange/Sale Authority
102-41.5 to 102-41.235	Disposition of Seized, Forfeited, Voluntarily Abandoned, and Unclaimed Personal Property

Section 2. Surplus Program Eligibility, Applicability and Responsibilities

Chapter 5: Applicability and Eligibility

5.1 Eligibility Determination

Georgia's Surplus Program is not an entitlement program. Donee eligibility is determined on a case-by-case basis in accordance with state and federal laws and regulations. Interested entities must complete the appropriate Eligibility Application forms, and must comply with the requirements of periodic updating in order to retain their eligibility. The following types of entities will be considered for participation:

- All state government agencies, commissions, authorities, and universities are eligible for state and federal surplus property.
- All Georgia municipal government (county, city, town, etc.) entities are eligible for state and federal surplus property.
- Nonprofit organizations classified by the Internal Revenue Service (IRS) as a 501 organizations may be considered to receive state and federal surplus property.
- Service Education Activities (SEA) and Small Business Administration (SBA 8A) are eligible to participate in the federal surplus property program.

5.2 Applicability

This information is provided so state agencies will have a better understanding of the disposal options available, and how surplus property can be used by other eligible recipients.

5.3 Redistribution Hierarchy

In keeping with the mission of equitable and appropriate redistribution of surplus property, the following hierarchy will be adhered to for the redistribution of all state or federal surplus property:

1. State Entities
2. Municipal Government Agencies
3. Eligible Nonprofit Organizations
4. Service Education Activities (federal DOD property only)
5. Small Business Administration (federal property only)

Chapter 6: State Agency Responsibilities

6.1 Agency Responsibilities

Consistent with their fiduciary responsibility, agency heads must:

1. Establish agency policies, procedures, and systems for the appropriate procurement and tracking of personal property.
2. Delegate responsibility and authority for property oversight to their agency Property Coordinator (PC).
   - PC is designated by an agency head, and is responsible for the agency's property management. In some agencies, responsibility for vehicle management is delegated to a Fleet Manager.
   - For the purposes of property transfer or disposal, the PC is the primary agency contact, and will always hold the surplus designation as an "authorized" user.
3. Surplus and Office of Fleet Management (OFM) employees do not have access to agency asset inventory management tracking systems. It is the individual agency's responsibility to update their property and asset (e.g. vehicles, trailers, etc.) disposition records for audit purposes.

6.2 Property Management Role Definitions

1. **Donee**. A donee is any eligible organization that is enrolled in the state and/or federal surplus property program.

2. **Surplus Authorizations.** There are three primary designations of users in the Surplus system whose status is recorded on the agency Selector list:

   1. Authorized User
   - Signs Property Transfer Forms to dispose of and receive property. Can obligate agency funds.
   - Assigns Permanent Shopper status to agency employees who can obligate agency funds.
   - Assigns Temporary Shopper status to agency employees
   - Agency heads are always Authorized Users.

   Note: Agencies may have more than one Authorized user in the system.

   2. Permanent Shopper
   - Authorized to select property and obligate agency funds.
   - May not authorize other agency personnel.

   3. Temporary Shopper
   - With authorization from an agency Authorized User, may acquire surplus property for only one day and can obligate agency funds for a transaction-limited reason.

   Note: Request for Temporary Shopper status should be emailed to Surplus on agency letterhead, signed by an Authorized User prior to the property pick-up.

4. Surplus maintains lists of other key agency officials, such as the agency head and Chief Information Officer (CIO)/senior IT manager, for the disposal of electronic materials.

6.3 Restrictions for Transferred State Property

For a period of twelve (12) months from the date of transfer, all state surplus property is subject to the following restrictions:

1. Property may only be used for official agency purposes; personal use is not authorized.
2. Only donee employees listed in the agency selector list may sign for receipt of property.
3. The state reserves the right to approve or deny property transfers based on equitable and appropriate redistribution. Appropriateness for donee use is also assessed. Property acquired must be used by the donee organization for the intended purpose. Personal use of donated property is prohibited.
4. Property title and ownership must be maintained by the donee for the restriction period. Property may not be sold, traded, loaned, or cannibalized without permission from Surplus.
5. Utilization visits may be conducted any time during the restriction period. Donees found noncompliant may be required to return the property, forfeit the service fee paid, and/or have accessorial fees assessed at the discretion of DOAS.

6.4 Sales to State Employees

In order to prevent the appearance of impropriety and in keeping with the Governor's Code of Ethics, DOAS employees and their immediate family members are prohibited from participating in any sale, auction, or transfer of surplus property to the public (O.C.G.A. §50-5-141(5)b). State employees other than DOAS are permitted to participate in the public sale of surplus property.

All other purchasers (including but not limited to state employees and their family members) must certify that any transactions in which they are involved do not and will not violate the provisions of OCGA §45-10-20 et seq. in any respect.

Chapter 7: Funded and Non-Funded Agencies

7.1 Asset Disposal Proceeds

Effective July 1, 2010, DOAS modified its reimbursement model to make it equitable to all state entities. The state's surplus property statutes do not distinguish state agencies as either "funded" or "non-funded". DOAS will retain only the necessary funds needed to operate its program, and thus will return the remaining sales proceeds in an equitable manner to all state agencies utilizing the program.

Utilizing FY-2010 sales as a benchmark, the expected reimbursement rate will range between 40-60%. Beginning in FY-11 the rate is set at 50%, and will be evaluated each quarter and adjusted, if necessary, to cover fluctuating operating expenses. Reimbursement payments to agencies will be made monthly. The parameters DOAS will utilize to calculate payments are:

- The first $100 of all transactions (by piece or lot) will be retained by DOAS as a basic service charge.
- If there are excess funds which more than cover operating costs at fiscal year end, DOAS will conduct a "true-up" and reimburse all participating agencies during that fiscal year on a pro-rata basis based on total transactions.
- All inter-agency transfers of state assets will be conducted at zero cost.
- Proceeds of high value assets, for example aircraft sold, after the first $100 will be processed as follows:

Sale Amount	Percent to Agency	Cap
$101 to $9,999	50%	N/A
$10,000 - $49,999	75%	$7,500
≥$50,000	90%	$10,000

- Agencies will continue being responsible for transportation and equipment preparation fees (e.g. decal removal, towing).
- There is no reimbursement for the disposal of "scrap" electronics (see Chapter 15 for additional information.)

7.2 Property Title Transfer

Customers within the surplus program are "donees." This stems from the fact that property title (ownership) does not transfer until certain conditions are met as stated in Section 6.3 Restrictions for Transferred State Property of this manual. "Sales" are transactions made only to the public. The chart below provides the key to title transfer:

Property From	Property To	Transaction Type	Title Transfer Restrictions
State	State	Transfer	None
	Local Government	Direct Negotiated Sale	After 12 month restrictions are met
	Nonprofit	Direct Negotiated Sale	After 12 month restrictions are met
	Public	Internet Sales*	None
Federal	State	Direct Negotiated Sale	Restrictions based on property
	Local Government	Direct Negotiated Sale	Restrictions based on property
	Nonprofit	Direct Negotiated Sale	Restrictions based on property
	Public	Not Authorized	Sales to public by GSA only

Section 3. Disposing of State Property

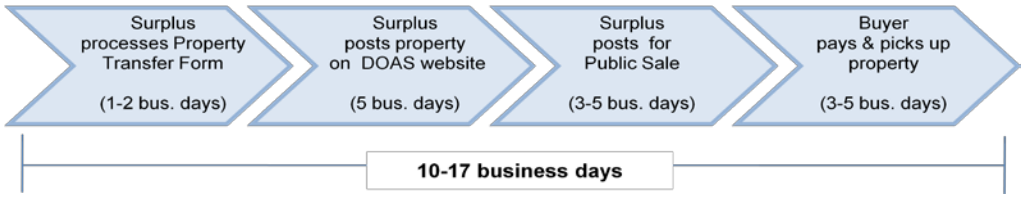
Chapter 8: Overview of Disposal Process

Once a state agency decides that property is no longer needed, Surplus will work with the agency to ensure that the selected disposal method returns the most value to the state. The disposal process for all the transaction types is comprised of four basic steps:

1. State agency completes and emails a Property Transfer Form, signed by an authorized property signor, with market quality photos of property to Surplus at star@doas.ga.gov.
2. Surplus reviews the submission and determines the best disposal method.
3. State agency releases/disposes of property.
4. Surplus emails finalized Property Transfer Form to state agency to remove property from the agency's inventory.

On average, this process takes between 10 to 17 business days, depending on the type of transaction, the accuracy of the information provided by the agency, and other factors. Typically, the public sale option has the longest turnaround time as depicted below.

Average Turnaround for the Disposal Process



*Note: Regardless of the type, all requests for disposal authorization must be received **prior** to the actual disposal. **Requests after-the-fact will not be authorized**.*

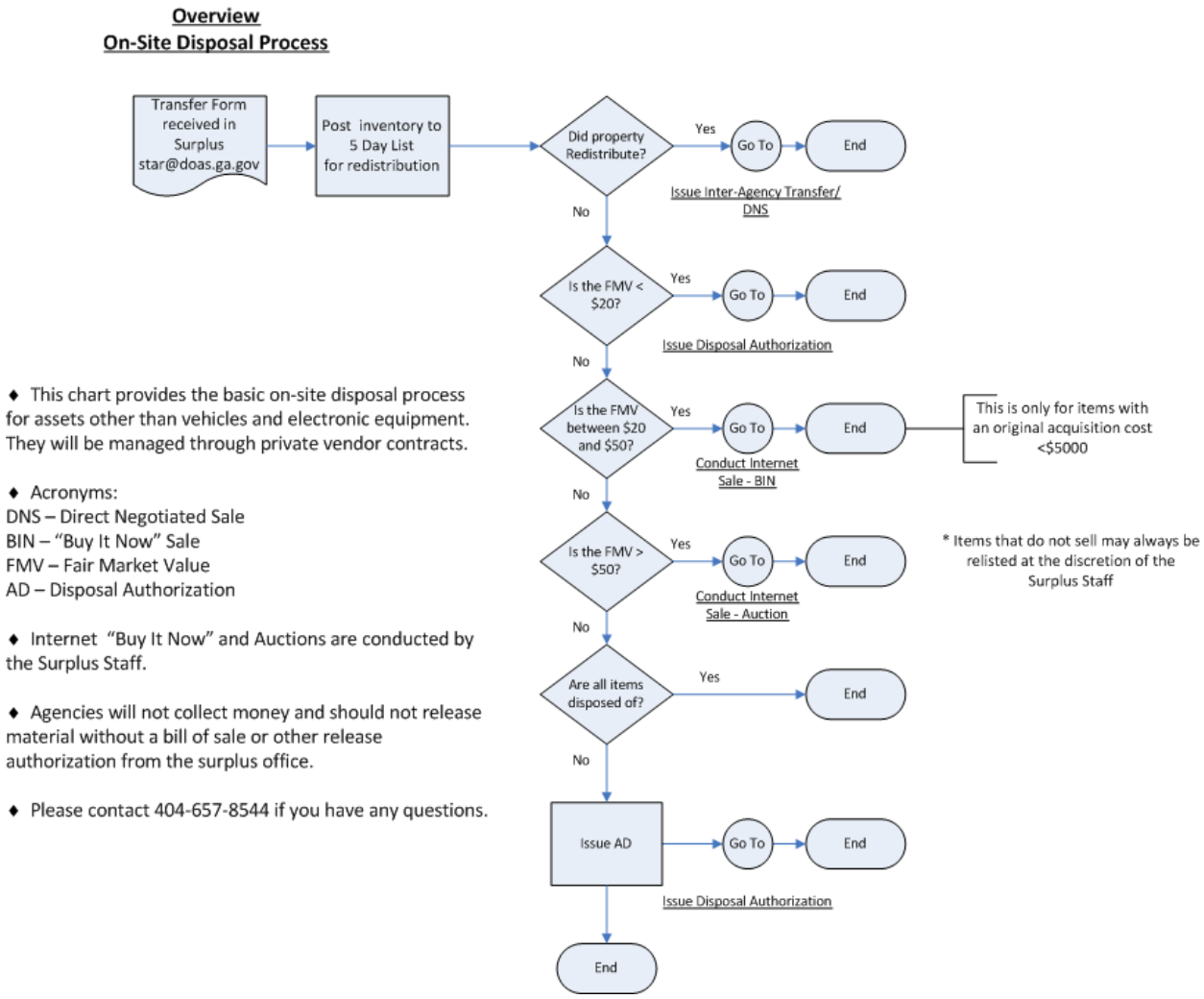
8.1 Disposal Options

There are several options for disposing of state surplus property, from transferring the property to another state agency, to scrapping it for the raw materials. The disposal process typically flows through the following transaction options:

Redistribution (Transfer, Direct Negotiated Sale)
↓
Vendor Return
↓
Public Sale (Buy it Now, Internet Auction)
↓
Destruction/Disposal

Depending on the situation, these processes and other disposal methods may be employed as necessary and in any order.

The diagram below provides a high level overview of the disposal process. (Click on the diagram for a full page view.)



8.2 Virtual Disposal

Most surplus property transactions are "virtual disposals," meaning that the property remains with the custodian agency while it is processed and disposed. The virtual disposal process is:

- Cost effective – Reduces transportation and handling costs
- Flexible – Agency determines the disposal start times
- Available statewide –Assets available within the local community

Chapter 9: Surplus Disposal Step 1 - Property Transfer Form

Regardless of the disposal method, the first step in the process is completing the Property Transfer Form. Since the assets are located throughout the state, the information that is sent to Surplus must be complete and accurate.

9.1 What Information Goes With the Property Transfer Form?

Specific instructions for completing the Property Transfer Form are in Appendix A; however, Surplus will be able to better process the request if these steps are taken:

- Send all forms to star@doas.ga.gov – work not in the queue cannot be processed.
- **All form fields are required** – property has to be identifiable to be sold.
- Always type, do not handwrite the form – deciphering handwriting slows the process.
- List addresses and contact information where the property is physically located.
- Keep like items on single forms – do not mix disposal processes like cars with furniture.
- Send complete "packages" including Property Transfer Form, photos, etc. at one time.
- Inform Surplus of convenient inspection and removal times, barriers to, or facilities for removing property.

Note: Unique circumstances that may require special handling, additional information and/or photos.

9.2 Photos Requirements to Accompany Property Transfer Form

When photographing an item for disposal, think of what visual information should be captured to best communicate the details and condition of the item to a potential customer. "A picture is worth a thousand words."

1. Designate a staging area. This area should allow pictures to be taken without other items in the background. The background should not have activity and should be fairly clear; for example, when taking vehicle pictures, other vehicles should not be in the background. Inside a warehouse, use a tarp to cover background items that cannot be easily moved. Customers will assume that all items pictured are being offered for sale, even if the camera is focused on one particular item and the written description is specific.
2. Capture key details. Take as many views as necessary to accurately show the item. Take close up shots that show item details such as data plates, control panels, mechanical or electrical components, and connection points of items that must be disconnected or disassembled for removal. Photograph the wire plug end, if applicable, and any item damage.
3. Use correct lighting. Any lighting or sun should be behind the camera. (Watch your shadow as well.)
4. Save in the correct file format. The picture format must be .jpg and sized to 600 x 400 (1 MB). In MS Office Picture Manager resize to "Pre-Defined" selection, Web-Large (640x480).

5. Name pictures for easy identification. When submitting multiple items on a single Transfer Form, rename photos in the same way the items are listed by line item on the Transfer Form.
6. Designate folder(s) to store the pictures on your PC. You will need to navigate to this folder to attach your photos to the e-mail (with your Property Transfer Form and inspection form) for submission to star@doas.ga.gov.

Note: There are special photo requirements for vehicles. See Section 7.6 of this Manual for details.

9.3 Additional Information to Include With Property Transfer Form

For surplusing equipment, the following list includes other information that is helpful to know and may be requested when describing the property.

- Date taken out of service
- Was this item known to be operational when last in service?
- Acquisition cost if known
- What kind of damage if any
- Engine type –how may cylinders?
- Motor – Size, Hp, Hours
- Fuel type– Gas, Diesel, Propane, Electric
- Voltage 110 or 220
- Hertz
- Single or 3 Phase?
- What type of plug does the item have?
- Brand
- Manufacturer
- Model
- Year
- Serial Number
- Weight
- Size – provide dimensions: height, length and width
- Tank size? Number of gallons
- Type of tank? Material made of, Fiberglass, Metal, Poly, etc
- Generator – What is the KW size?
- Is the item skid mounted or trailer mounted?
- All data plate information that is available

Chapter 10: Redistribution

Redistribution of state assets is the primary goal of Surplus. Frequently, assets that are no longer needed in one agency may still have useful life in another. The state saves not only through avoidance of acquisition costs, but in the purchasing administration costs as well.

Agencies are encouraged to develop business relationships with other state entities, local governments, and participating nonprofit entities in their communities. Redistribution within local communities strengthens the agency's standing, and supports the economy. Redistribution saves the agency time and other disposal costs. Redistribution options include **Intra-Agency Transfer**, **Inter-Agency Transfer (T)** and **Direct Negotiated Sale (DNS)**.

10.1 Redistribution Procedures

1. Custodian agency emails Property Transfer Form to star@doas.ga.gov and attaches photos for each piece/lot.
2. Surplus post items on the Surplus website for 5 business days to permit redistribution to other state entities, local governments and eligible nonprofit organizations.
3. Items not redistributed will be offered to the public.

10.2 What is an Intra-Agency Transfer?

Intra-Agency Transfer occurs when property is moved between internal business units of the same agency. Before submitting a surplus property request, each agency should ensure that the property cannot be used by someone else within its agency, including other physical sites. As long as the property physically resides within the custodian agency, property that is being moved between internal business units **does not** require DOAS approval. Agencies may use the Property Transfer Form for internal transfer tracking. Examples include:

- Georgia Department of Corrections (GDC) moves property between facilities (the property remains within GDC)
- Atlanta Technical College moves property to Valdosta Technical College (TCSG to TCSG)
- University of Georgia moves property to Georgia State University (BOR to BOR)

Note: *The Surplus Property Division will not issue transfer authorization numbers for these transactions.*

10.3 What is an Inter-Agency Transfer?

Inter-Agency Transfers occur when property is moved between state agencies or entities.

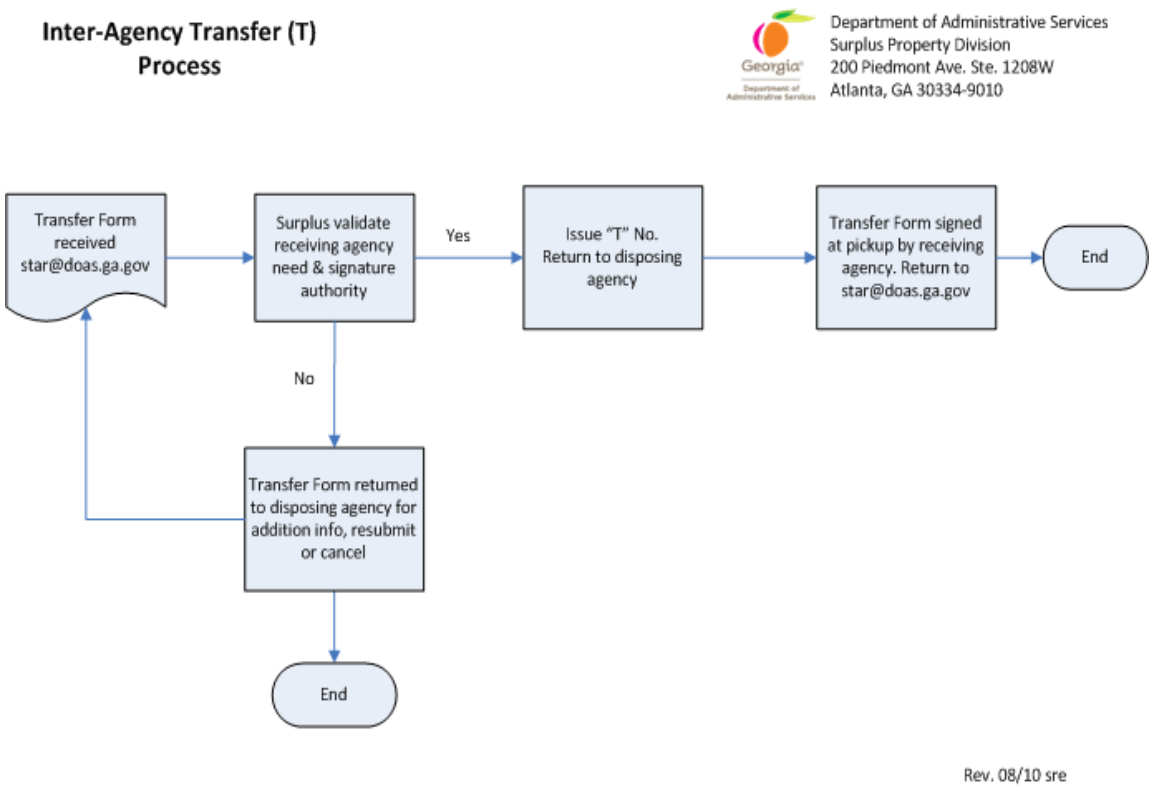
10.4 How to Complete a Surplus Inter-Agency Transfer- T (State to State)

1. Custodian agency completes the Property Transfer Form, select Transfer under Action Requested and emails to star@doas.ga.gov
2. Surplus verifies receiving agency eligibility.
3. Surplus must approve the transaction.
4. Surplus returns Transfer Form with "T" number assigned.

5. Custodian agency completes the physical transfer; receiving agency signs Transfer Form for receipt.
6. Receiving agency adds asset to property inventory records.
7. Surplusing agency emails signed copy to Surplus. If not returned in 14 business days, the transaction is voided.
8. Surplus validates quantities, signs Transfer Form and returns to surplusing agency.
9. Surplusing agency removes assets from property inventory records.

10.5 Diagram of Inter-Agency Transfer Process

(Click on the diagram for a full page view.)



10.6 What is a Direct Negotiated Sale?

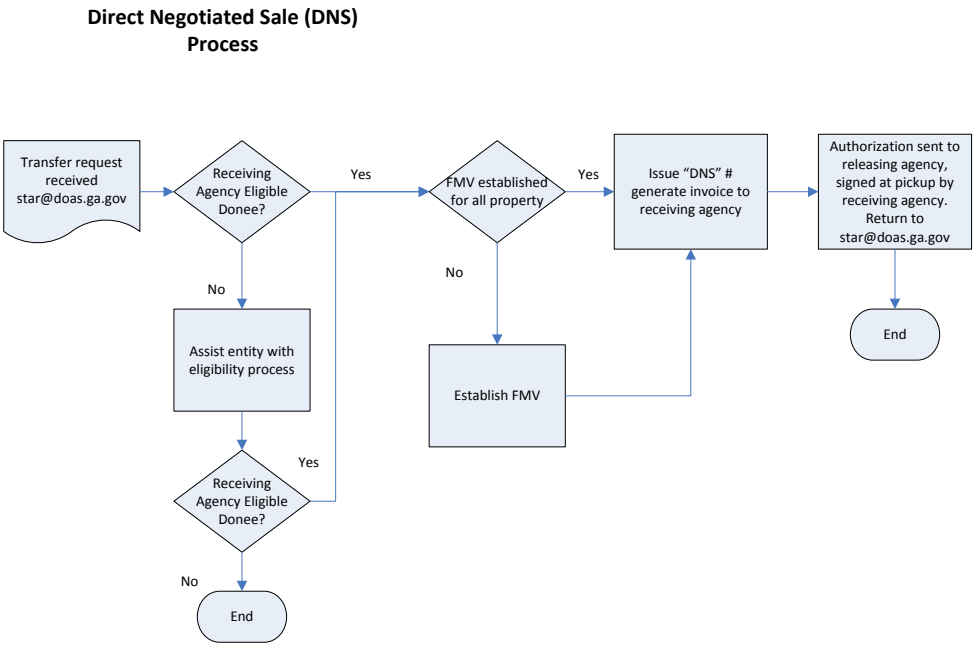
Direct Negotiated Sales are used for redistribution from a state agency directly to an eligible donee. Surplus must approve the transaction, will generate the invoice and collect and disburse the funds.

10.7 How to Complete a Surplus Direct Negotiated Sale - DNS (State to Eligible Donee)

1. Custodian agency completes the Property Transfer Form, selects DNS under Action Requested and emails to star@doas.ga.gov
2. Surplus verifies receiving agency eligibility and establishes fair market value (FMV).
3. Surplus returns Transfer Form with DNS number assigned.
4. Surplus will collect the service charge and issue either an invoice (government) or Bill of Sale (nonprofit).
5. Custodian agencies complete the physical transfer; the receiving agency signs Property Transfer Form for receipt.
6. Surplusing agency emails signed copy to Surplus. If not returned in 14 business days, the transaction is voided.
7. Surplus validates quantities, signs form and returns to surplusing agency.
8. Surplusing agency removes assets from property records. **(Surplus restrictions below apply to receiving agencies.)**

10.8 Diagram of Direct Negotiated Sale Process

(Click on the diagram for a full page view.)



10.9 Restrictions on Direct Negotiated Sales

For a period of twelve (12) months from the date of transfer or sale, all state surplus property will be subject to the following restrictions:

1. Property may only be used for official agency purposes; personal use is prohibited.
2. Only donee employees listed in the agency selector list may sign for receipt of property.
3. The state reserves the right to approve or deny property transfers based on equitable and appropriate redistribution and, appropriateness for donee use.
4. Property acquired must be used by the donee organization for the intended purpose.
5. Property title and ownership must be maintained by the donee for the restriction period. Property may not be re-sold, traded, loaned, or cannibalized without permission from DOAS Surplus Property Division.
6. Utilization visits may be conducted any time during the restriction period. Donees found noncompliant may be required to return the property, forfeit the service fee paid, and\or have accessorial fees assessed at the Department of Administrative Services' discretion.

Chapter 11: Vendor Return/Trade-In

11.1 When Vendor Return/Trade-In is Appropriate

Vendor Return/Trade-In occurs when state agencies trade-in material in exchange for some concession when acquiring new, like property. Vendor return transactions must be submitted to and authorized by Surplus. State entities should provide some benefit or advantage to the state to approve these transactions. For instance, the advantage can be a discount on the new material, cost avoidance on the removal/disposal of the old property, or any combination.

These transactions are frequently seen with:

- IT/Computer replacement procurements (vendor agrees to remove old equipment)
- Large equipment procurement (e.g. tractors)
- Building systems replacements (e.g. HVAC removal)
- "Totaled" vehicle damage where other party pays for liability
- Weapon upgrades

11.2 How to Complete a Surplus Vendor Return - V (State to Vendor)

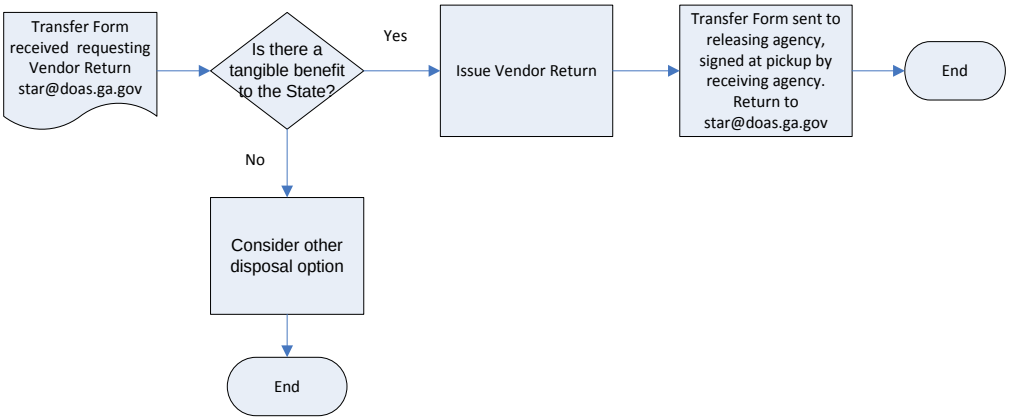
1. Custodian agency completes the Property Transfer Form, selects **Vendor Return** under Action Requested and emails to star@doas.ga.gov. Forms submitted without appropriate justification listed will be returned.
2. Surplus returns Transfer Form with "V" number assigned.
3. Custodian agency completes the physical transfer; the receiving vendor signs Transfer Form for receipt.

4. Surplusing agency emails signed copy to Surplus. If not returned in 14 business days, the transaction is voided.
5. Surplus validates quantities, signs Transfer Form and returns to surplusing agency.
6. Surplusing agency removes assets from property records.

11.3 Diagram of Vendor Return/Trade-In Process

(Click on the diagram for a full page view.)

Vendor Return (V) Process



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Chapter 12: Sales to the Public

Items that have not been destroyed or redistributed are normally offered via the internet to the public through either "Buy it Now" (fixed price) or auction sale.

In keeping with the mission to redistribute property, *all materials will be listed for 5 days to eligible donees prior to authorizing the sale to the public*. Agencies need to plan for this cycle when developing their disposal schedule.

12.1 "Buy it Now" (BIN) Sales

BIN Sales are intended to give agencies an opportunity to offer low cost property to the local community. It is particularly suited for the disposal of office furniture and small items. The original acquisition value must be less than $5,000 in order to qualify for a BIN sale.

Items will be posted on an internet sales site with a fixed price. Interested buyers will pay through PayPal and will be issued a bill of sale. They will present the bill of sale at the appointed pick-up time as proof of payment.

12.2 Internet Auctions

The primary difference in deciding to use an Internet Auction vs. BIN is the anticipated FMV. For higher priced commodities, increased competition will naturally drive the price to the market value.

12.3 How to Complete an Internet Auction/BIN Sale – IS (State to Public)

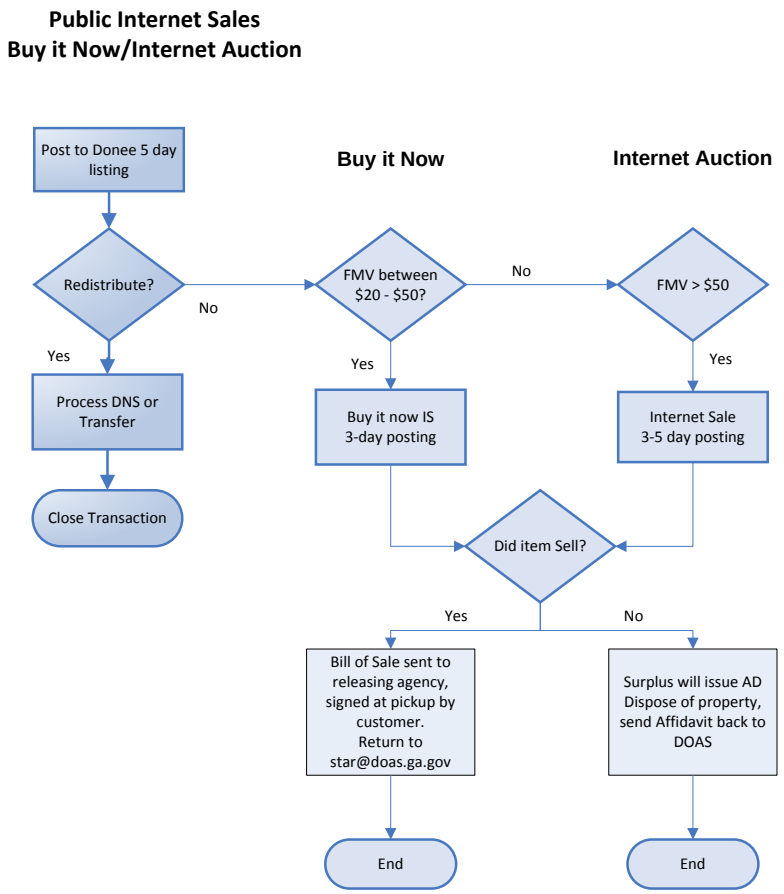
1. Custodian agency emails Property Transfer Form to star@doas.ga.gov and attaches photos for each piece/lot.
2. Surplus posts items on Surplus Web site for 5 business days to permit redistribution to other state entities, local governments and eligible nonprofit organizations.
3. Property that is not redistributed will normally be offered for public sale through the internet in 3 to 5 business days, based on the following fair market value(FMV) guidelines:
   - Items with a FMV < $20.00 should be considered for destruction.
   - Items with a FMV $20 to $50 may be offered with a "Buy It Now" fixed price.
   - Items with a FMV > $50 will be sold through an internet auction (highest bidder).
4. Winning buyers will pay through PayPal and will be issued a Bill of Sale. They will present the bill of sale at the appointed pick-up time as proof of payment to remove property. **Buyers have 5 business days to pay and remove the property.**

Other considerations when dealing with public buyers:

- Read the public sale Terms and Conditions (Appendix C) so you understand what the buyer and state have agreed to.
- Do not "promise or guarantee" condition, parts, pricing, etc.
- Inform Surplus of convenient inspection and pick-up times.
- Ensure that the property is accounted for and available before the sale is posted
- Inform Surplus of any pick restrictions or facilities so customers are prepared with the correct equipment (i.e. on 2nd floor, no elevator, have loading dock, etc.)
- Do not release property to anyone without the signed bill of sale.
- Do not accept any money.
- Contact Surplus if there are any issues with a customer.

12.4 Diagram of Public Internet Sales Process

(Click on the diagram for a full page view.)



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Chapter 13: Disposal Authorization (Previously Destruction Authorization)

On-site destruction of property is frequently the most appropriate method of disposal. Destruction should be considered when property is damaged and repair is either not feasible, inappropriate, or the cost exceeds the fair market value (FMV).

The Affidavit of Destruction has been revised to permit disposal options other than destruction. It is now the **Affidavit of Disposal (AD)**. The AD is required before any property is disposed.

*Note: All requests for destruction authorization must be received **prior** to destruction and disposal. **Requests after-the-fact will not be authorized**.*

13.1 Authorized Disposal Guidelines

1. As a "rule of thumb", any property with a FMV <$20.00 that cannot be redistributed within the custodian agency should be considered for disposal. This excludes highly pilfered items or electronic equipment capable of storing data (i.e. flash drives).

2. When an agency requests disposal authorization, the intrinsic value must be considered. Frequently an item may not be useful for its intended purpose (i.e. metal desk with a broken leg) but still has scrap or recycle value. In this case, it is in the state's best interest to destroy through scrap or recycling rather than paying disposal costs.

3. Additionally, it is in the state's best interest that all disposals are conducted in the most environmentally appropriate and friendly manner. Redistribution is preferred to recycling and recycling is preferred to trash. Items that must end in the agency waste stream should be minimized to the fullest extent possible.

4. DOAS has contracted with a vendor to dispose of electronics (see Section 3.Chapter 15:Electronics Disposal). The disposal of trash, scrap, or recycling is an agency responsibility and as such, the agency bears any cost and gains any proceeds.

13.2 How to Complete an Authorized Disposal/Destruction

1. Custodian agency completes and emails Property Transfer Form with photos for each piece/lot to star@doas.ga.gov

2. Surplus determines that destruction is the appropriate method and provides agency with Affidavit of Disposal (AD) form and number.

3. State agency executes the AD with the signature of witness.

4. State agency returns executed AD to Surplus within 14 business days to complete the transaction.

5. If the agency does not return the AD to DOAS within 14 business days, the transaction will be voided.

13.3 Affidavit of Disposal Form

The Affidavit of Disposal (AD) provides two options for disposal—destruction or donation—described below; prior approval from Surplus is required before destruction/disposal. See instructions for completing the form in Appendix A.

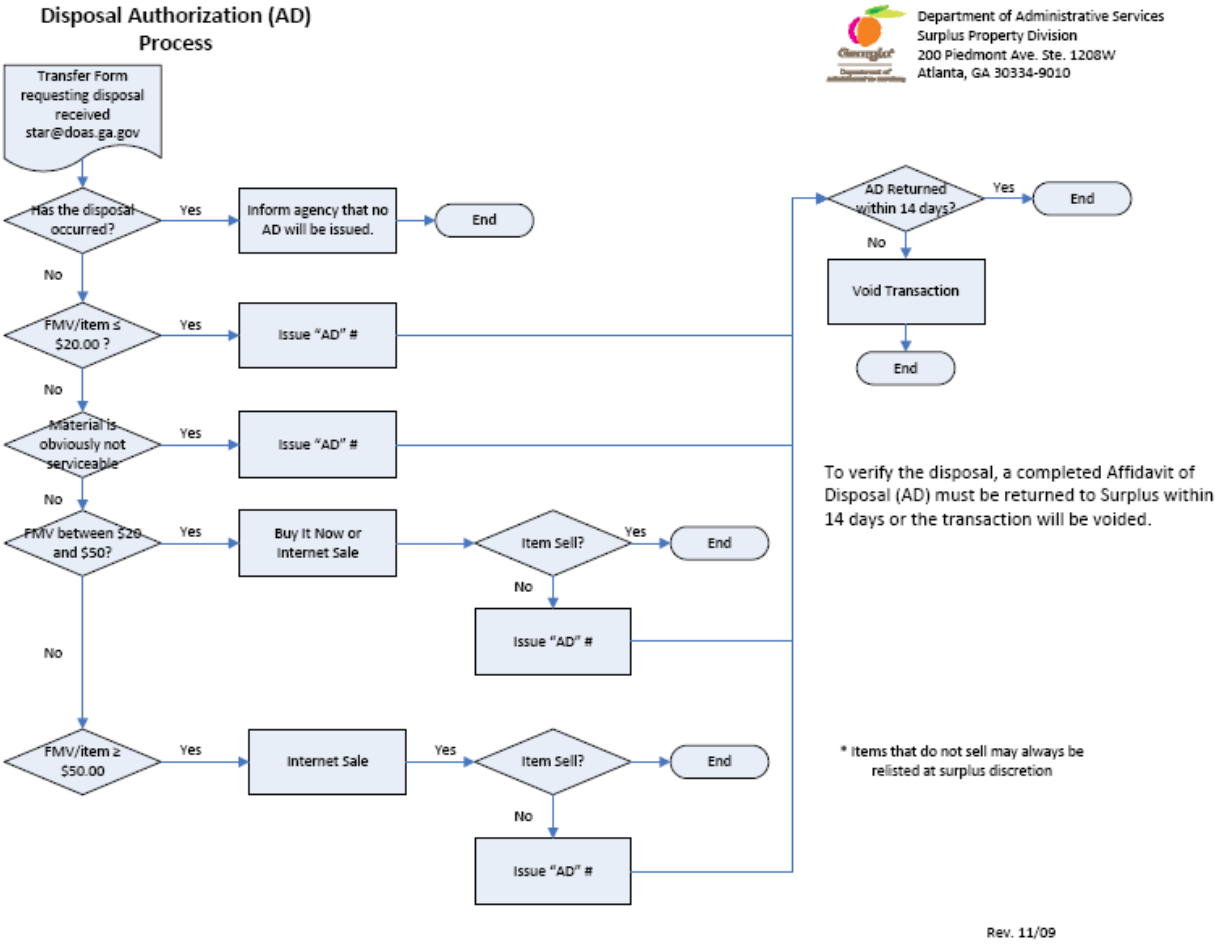
1. When property is designated for destruction, it must be rendered unserviceable and disposed of in an environmentally appropriate manner (i.e. placed in a dumpster). The

Property Coordinator or custodian should check the appropriate box on the affidavit and execute the remainder of the form.

2. For items that are unsold, but are still serviceable, the custodian agency may elect to contact a local charitable **(IRS 501(c))** organization and donate the property in lieu of adding to and paying for waste disposal. This option may also be used for equipment that has scrap value, but is not physically destroyed on site. Agencies are encouraged to develop a network of groups for donation and are cautioned when exercising this option to not show favoritism to any specific agency.

13.4 Diagram of Disposal Authorization Process

(Click on the diagram for a full page view.)



Chapter 14: Surplus Vehicles

The process for the disposal of state vehicles is the same as any other property, except that there may be conditions that suggest a specific disposal method. Vehicles that are damaged in an accident or have mechanical failure may require immediate removal and/or storage. Additionally, some agencies simply do not have vehicle storage capability. Surplus has a contract vehicle auction company to manage many of these issues. State agencies have two options for disposing of vehicles—vendor disposal and on-site disposal. Regardless of the disposal option selected, the agency will be responsible for:

- Ensuring the original title is available with the vehicle.
- Removing all state markings (decals) and the license plate. (The agency may retain plate for a future vehicle or destroy/discard it.)
- Paying for any transportation costs.
- Once disposed of, removing the asset from its agency asset record.

14.1 Vehicle Accidents

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

If the vehicle is totaled, it is the agency's responsibility to conduct the surplus disposal by sending the Property Transfer Form to star@doas.ga.gov The DOAS Risk Management claim number must be on the form unless the property is not insured through DOAS.

14.2 How to Complete a Surplus Vehicle Transaction

The general process consists of the following steps:

1. Agency emails Property Transfer Form to star@doas.ga.gov Beside the agency information, the listing must contain:
    - Vehicle Description (Make, Model, Year)
    - Vehicle Identification Number (VIN)
    - Mileage
    - General Condition (Excellent, Good, Fair, Poor)
    - Copy of **original** title
2. Surplus staff will determine the disposal method that best meets the state's needs, including redistribution or public sale. The transportation costs will be established as part of this decision.
3. Vehicle is transferred or sold.
    - If the vehicle is transferred between state agencies, Office of Fleet Management (OFM) will move the asset record in VITAL.

- Surplus will remove the vehicle from VITAL, if it is redistributed or sold out of the state's inventory.

4. Agency releases the vehicle to the new owner upon transfer to the donee or public buyer sale.
5. Surplus returns completed Property Transfer Form, allowing the vehicle asset to be removed from agency inventory property records.

14.3 Vehicle Disposal – Vendor Option

Vendor disposal will generally be the disposal method of choice if:

- Vehicle is within 50-mile radius of vendor facility (currently, Cartersville, GA)
- There are no secure storage options at the state location
- State facility is not open to the public for security reasons
- Vehicle has been disabled or damaged and storage will add cost to disposal

1. Agency Responsibilities

- Move Vehicle to Vendor. Agencies have the following choices for transporting vehicle to vendor:
  - Agency may deliver the vehicles to the vendor once Surplus approves and establishes a delivery appointment.
  - Agency elects to utilize the vendor's transport company. The contract includes negotiated towing fees; contact Surplus for current agency rates. Vendor bills agency directly for transportation costs.
- Agency will remove the license plate and all state markings or stickers.
- Agency will send the original, signed title with the vehicle.
  - The owning agency must print their agency's name on the Transferor's (Seller's) first line. The authorized representative must sign on the Transferor's (Seller's) second line.

2. Vendor Responsibilities

- Inspect the vehicle and complete the required inspection form
- Remove decals if agency has failed to (this will be billed back to the agency)
- Take required photos
- Post to DOAS Surplus web site
- Make available for redistribution to eligible donees
- Sell to the public any vehicles not redistributed

14.4 Vehicle Disposal - On-Site Disposal Option

On-site disposal will generally be the disposal method of choice if:

- Transportation costs exceed the vehicle's FMV.

- Secured storage is available.
- Agency has other compelling reason not to transport to vendor.
- Have staff available for customer inspection at designated times.

Agency Responsibilities

1. State agency emails the following to Surplus:
   - A Property Transfer Form in PDF or Word signed by the Property or Fleet Coordinator
   - a completed Vehicle Inspection Form
   - market quality photos of the vehicle (.jpg only please)
   - A copy of the front and back of the title (*Note: The title must be in the custodian agency's name.)*
     - Original title must be available and transferred with the vehicle.
     - The purchaser's information and buyer's signature is left blank until the vehicle is sold or redistributed. This information is completed when the vehicle is picked up by the donee or the internet customer.
     - **Do not sign the title over to DOAS Surplus.**

   Note: *Do not send incomplete disposal requests. Surplus cannot process the request until all of the information is provided. Incomplete requests will be returned.*

2. State agency verifies that the keys for the vehicle are available.
3. State agency removes:
   - License plate
   - Agency decals (Please do not spray paint over the decals. This is the number one customer complaint about surplus vehicles. A hair blow dryer or heat gun will loosen most decals for easy removal.)

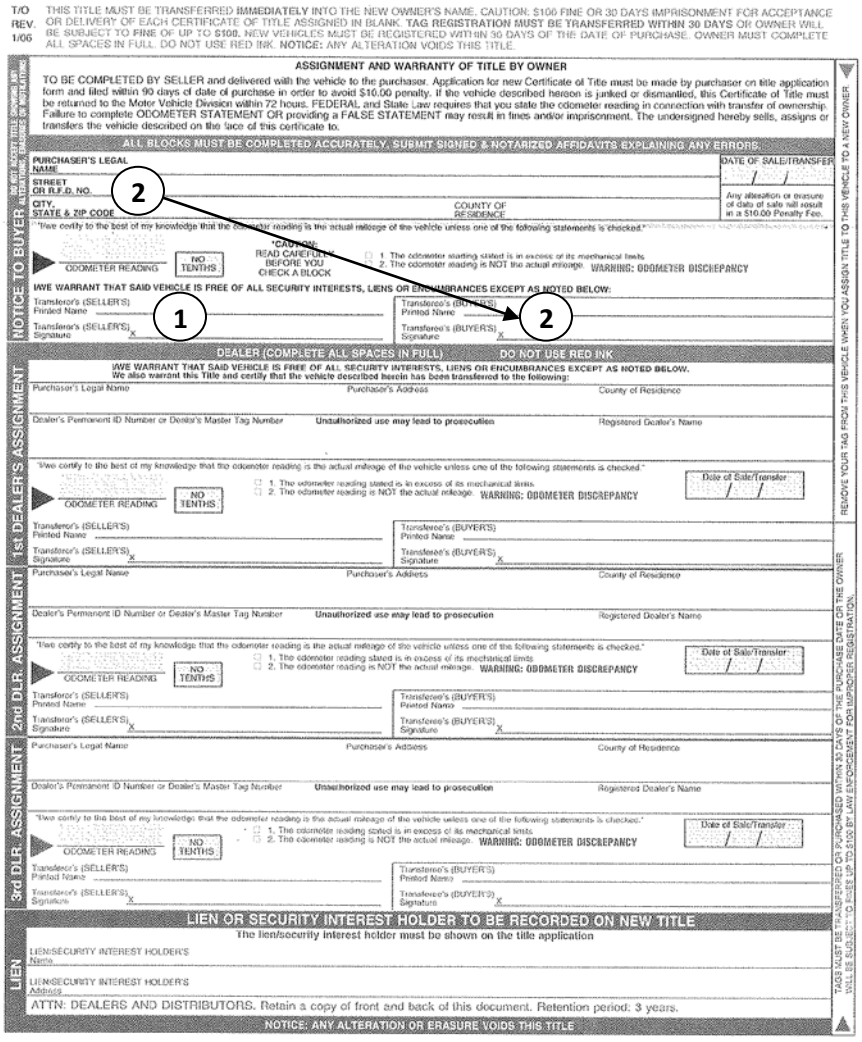
Note: *Redistribution to eligible entities is always the first option. If a state agency has a local government contact that could be interested in a vehicle, they are encouraged to notify the surplus office at the time the disposal request is submitted. Do not however, arrange or agree to any price or conditions. Items that are not redistributed are sold to the public through contracted internet auction providers.*

4. Once a bill of sale or paid invoice from DOAS Surplus is provided to agency. State agency will:
   1. Sign the title over to the buyer.
   2. Give the keys to the customer.
   3. Email or fax a copy of the following documents to Surplus:
      - The front and back of the completed title.
      - The Bill of Sale signed by the customer.

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

14.5 Completing the Title

1. The owning agency must print their agency's name on the transferor's (seller's) first line. The authorized representative must sign on the transferor's (seller's) second line.
2. The purchaser's information and buyer's signature are completed when the vehicle is picked up by the donee or the internet customer.
   a. When the vehicle is sold to a company rather than an individual, the purchaser's legal name must be the company name. Print in the Buyer's Name space the name of the signing individual, followed by the word "for" and the company name. For example, *John Public for ABC Auto.* John Public must sign his own name on the Buyer's signature line.


T/O REV. 1/06 THIS TITLE MUST BE TRANSFERRED IMMEDIATELY INTO THE NEW OWNER'S NAME. CAUTION: $100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS OR OWNER WILL BE SUBJECT TO FINE OF UP TO $100. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. NOTICE: ANY ALTERATION VOIDS THIS TITLE.

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 the Motor Vehicle Division 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.

NOTICE TO BUYER — DO NOT ACCEPT TITLE SIGNED BY SELLER UNTIL ALL BLANKS ARE FILLED IN

PURCHASER'S LEGAL NAME — DATE OF SALE/TRANSFER

STREET OR R.F.D. NO. — Any alteration or erasure of date of sale will result in a $10.00 Penalty Fee.

CITY, STATE & ZIP CODE — COUNTY OF RESIDENCE

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

*CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK

☐ 1. The odometer starting stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:

Transferor's (SELLER'S) Printed Name — Transferee's (BUYER'S) Printed Name

Transferor's (SELLER'S) Signature X — Transferee's (BUYER'S) Signature X

1 2

1st DEALER'S ASSIGNMENT

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

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW. We also warrant this Title and certify that the vehicle described herein has been transferred to the following:

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

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

Date of Sale/Transfer

Transferor's (SELLER'S) Printed Name — Transferee's (BUYER'S) Printed Name

Transferor's (SELLER'S) Signature X — Transferee's (BUYER'S) Signature X

2nd DLR. ASSIGNMENT

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

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

Date of Sale/Transfer

Transferor's (SELLER'S) Printed Name — Transferee's (BUYER'S) Printed Name

Transferor's (SELLER'S) Signature X — Transferee's (BUYER'S) Signature X

3rd DLR. ASSIGNMENT

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

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY

Date of Sale/Transfer

Transferor's (SELLER'S) Printed Name — Transferee's (BUYER'S) Printed Name

Transferor's (SELLER'S) Signature X — Transferee's (BUYER'S) Signature X

LIEN

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

REMOVE YOUR TAG FROM THIS VEHICLE WHEN YOU ASSIGN TITLE TO THIS VEHICLE TO A NEW OWNER

TAGS MUST BE TRANSFERRED OR PURCHASED WITHIN 30 DAYS OF THE PURCHASE DATE OR THE OWNER WILL BE SUBJECT TO FINES UP TO $100 BY LAW ENFORCEMENT FOR MISPRACHER REGISTRATION.

14.6 Vehicle Photo Requirements

1. Take the pictures on the lowest density setting for the camera. This is the setting that allows the most pictures to be taken. Software for editing photos (included with your camera) should be loaded onto the PC. In case you cannot find this software, one of the easiest photo editing programs comes with Microsoft Office programs, the Microsoft Photo Editor. This software is not installed automatically when Microsoft Office is installed and requires explicit selection to install.

    - Picture format. The corresponding file extension is .jpg.
    - Picture file size. The maximum size of each picture is 1MB (generally, this is 600x400 pixels). In MS Office Picture Manager resize to "Pre-Defined" selection, Web-Large (640x480).
    - Location for storing pictures. When pictures are stored on your PC, designate folder(s) to store the pictures. You will need to navigate to this **folder name** to upload pictures.

2. Record **picture numbers** from the camera on the **Vehicle Inspection Form**. This is an important step that will allow you to quickly identify the desired pictures for uploading. Use the form to make notes about the item as photos are taken.

3. Designate a **staging area**. This area should allow pictures to be taken without other items in the background. The background should not have activity and should be fairly clear. For example, when taking vehicle pictures, other vehicles should not be in the background.

4. Any **lighting** or sun should be behind the camera. Do not let your shadow show in the photo.

5. **Views**

    a. Take one picture from front driver corner and one from the rear passenger corner. These two views should allow a good presentation of the vehicle's exterior. Take one interior picture with the driver's side door open. Take a picture of engine or any special items you may want to feature. Clean the vehicles of unnecessary trash prior to taking photos.

    b. Other Items – take as many views as necessary to accurately show the item. Use a corner shot to reduce the number of pictures needed.

    c. Any other damage should also be photographed.

On-Site Vehicle Photo Samples

Front Driver Side

Rear Passenger Side

Note: These 2 photos show the entire vehicle, nothing has been cut off or hidden.

Interior (cleaned)

Engine Compartment

Show other damage or wear as necessary

14.7 Acquisition of Surplus Vehicles

Vehicle Donation Hierarchy

Surplus vehicle donation will follow the hierarchy of distribution established for property donation:

1. State Agencies
2. Municipal Government Agencies
3. Nonprofit Agencies

Acquisition Guidelines for Agencies

- All state agencies requesting surplus vehicles must have DOAS Office of Fleet Management (OFM) approval prior to acquiring any vehicle.
- Police pursuit vehicles will not be transferred to any state agency, except where required by law. Local government law enforcement agencies will have priority for all police pursuit vehicles.
- The service charge for to local governments and nonprofits will generally be determined to be 35 percent of the published Kelly Blue Book retail vehicle value (adjusted for mileage and condition). Vehicle condition, type and availability may affect this pricing.
- Vehicles may be placed on "Hold" for five business days for local governments and nonprofit organizations to review for redistribution. State agencies must have OFM **request** for the vehicle on file and the hold will remain in place for as long as is necessary to obtain authorization.
- Vehicle requests must meet the needs of the donee organization as established in their eligibility determination. Special purpose vehicle transfers will be restricted to agencies whose mission meets the purpose for which the vehicle was intended.
- Depending on model availability, Surplus may authorize the transfer of special use vehicles to donee agencies rather than selling at auction.
- DOT heavy equipment redistribution values are determined by averaging the sale prices of all like vehicles in the inventory history. This price is not negotiable. If there are extenuating conditions, only Surplus may change the price.
- DOAS Surplus reserves the right to deny any transfer at its discretion and whose decision is final.

Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre 2005 15 Passenger Vans	X				
Ford Crown Victoria		X	X		
Sedans, Small Vans and Pick Up Trucks ≥ than 10,000 Pounds GVW			X		

Cutaways and all vehicles from 10,000 to 26,000 pounds GVW				**X**	
All Vehicles >26,000 Pounds GVW					**X**

- No vehicle ≥15 years old (difference between vehicle model year and current calendar year) is available for transfer or purchase
- No vehicle with broken or rolled over odometers unless mileage can be verified by OFM records is available for transfer or purchase
- Exceptions:
    1. Technical Colleges and Public Safety Training Center for non-road worthy vehicles only
    2. Historical vehicles used for display or public relations

Chapter 15: Electronics Disposal

Electronic equipment constitutes a separate classification of disposal for two overriding issues: data security and environmental protection. The most common electronics equipment that must be handled differently includes, but is not limited to:

- Computers (CPU) (includes desktop, laptop, server)
- External data storage/back-up devices
- PDAs
- Copiers with or without data storage capability
- Monitors and Television Sets (all types, CRT, LCD, etc.)
- Peripherals (includes keyboards, mouse, speakers)
- Printers (includes all types, laser, inkjet, bubble jet, dot matrix, plotters, etc.)
- Scanners
- Hubs and Routers
- Digital Projectors
- Pagers
- Fax Machines
- Typewriters
- Telephone Systems and Handsets, Cellular Phones
- Calculators
- Answering Machines
- DVD and VCR Players/Recorders
- Radios, CD Players and Stereo Equipment

Note: *"Electric" does not necessarily mean "Electronic". For example, fans, heaters, refrigerators and microwaves are <u>not</u> electronic.*

15.1 Data Security

By the nature of their work, many state agencies create and maintain data on the public whose privacy must be protected. There are several laws enacted to ensure this protection, chief among them are the Health Insurance Portability and Accountability Act (HIPPA) and Sarbanes-Oxley Act, both of which do apply to state government operations.

Just as an agency would not send a file cabinet full of records to another agency for disposal, neither will electronic records leave an agency's control. Agencies must ensure that they are in full compliance with the Georgia Technology Authority's policy on media sanitation. This includes any device capable of storing data.

15.2 Environmental Considerations

Electronics contain heavy and other metals as well as other components that are known to be hazardous. Consequently, electronic components that are not in commerce (i.e. a CPU being sold as a CPU) are subject to environmental disposal regulations. All electronic components that have been designated as scrap must be transferred to a Surplus authorized disposal site for destruction. *Under no circumstance will state entities dispose of electronic components as refuse (trash, landfills, etc.).*

15.3 Electronic Equipment Disposal Authority

Only the agency head and/or the senior IT official, such as Chief Information Officer (CIO) or IT manager, may certify that all data and programs have been removed from electronic equipment that will leave the agency's control for purposes other than destruction. Surplus will maintain the authorization as part of the agency's eligibility file.

15.4 Electronic Disposal Options

1. The disposal process begins with the completed Property Transfer Form being sent to star@doas.ga.gov
2. Surplus will determine the appropriate disposal option. The state agency should handle the equipment as follows:
   - <u>Transfer to other state agency</u>:
     - Agencies may transfer equipment to other state entities without removing the data storage devices.
     - All data must be removed from any storage device.
     - Signature of the transfer form by agency head or CIO certifies that all data has been removed.
     - All agency asset identification tags must be removed prior to transfer.
   - <u>Direct Negotiated Sale (DNS):</u>

  - Agencies may request a DNS of electronic equipment to authorized surplus donees (municipal government and eligible nonprofit entities).
  - **All data storage devices must be removed prior to transfer and must be sent to the authorized vendor for final disposition**
  - The state will not release electronic equipment that contains a data storage device to these customers.
  - Signature of the transfer form by the agency head or CIO certifies that all data storage devices have been removed.
  - These devices must be transferred to the Surplus authorized disposal site for destruction.
  - All agency asset identification tags must be removed prior to transfer.
- Vendor Return:
  - Many procurement contacts for electronic equipment include an option for vendor disposal of the item at the end of life cycle as part of the acquisition cost. These agreements assist state agencies in identifying and managing total cost of ownership of these assets.
  - Requests for disposal authorization under these agreements will be classified as a Vendor Return as outlined by the GA Procurement Manual and authorized by Surplus.
  - Agencies are required to ensure that all data has been removed from storage devices and asset identification tags have been removed prior to its return.
- Public Sales:
  - Electronic equipment may be sold to the public; however, **all data storage devices must be removed prior to transfer**.
  - The state will not under any circumstance release electronic equipment that contains a data storage device to the public.
  - Signature of the transfer form by the agency head or CIO certifies that all data storage devices have been removed.
  - All agency asset identification tags must be removed prior to transfer.
  - Additionally, this equipment may not be cannibalized other than removal of the hard drive(s). Items must be listed completely (full description) and accurately (to the piece.) Like items must be consolidated.
- Destruction (ELC/AD):
  - Agencies may designate electronic equipment as scrap and request destruction authorization.
  - Property Transfer Forms must show the actual piece count for the property by item description.
  - Data storage devices and identification tags need **not** be removed for destruction; however, this material must be sent directly to or picked up by the Surplus vendor for destruction.

- All data storage devices that have been removed must be sent to the authorized vendor for final disposal.
- Affidavit of Disposal is not required if ELC # is provided.

15.5 Electronics Disposal Vendor

Surplus has entered into an agency contract for the disposal of all electronic equipment. The contract requires that all disposals conform to US Environmental Protection Agency (EPA) regulations and that all data storage devices are destroyed in a manner in which data is unrecoverable. Essentially, all electronics are de-manufactured (shredded) to their base components (plastic, metal, glass, etc.) that are then recycled.

Agencies may choose to deliver their electronics to the vendor or have them picked up.

Under the current agreement, the vendor will pick up all e-scrap. Agencies are not required to remove hard drives if this option is selected. Pick-up will occur within 15 business days from the date the agency is contacted by the vendor.

Agencies may choose to deliver electronics to the vendor's location at their own expense. All disposals must still be pre-authorized by Surplus Property and appointed with the vendor. Whether picked up or delivered, there is no charge to the agency. Contact Surplus Property for vendor location and directions.

Chapter 16: State Property Not Addressed by Surplus

It is important to note that some state personal property is not handled through Surplus. The most common categories that require other actions are listed below.

16.1 Missing or Stolen Property

Since the final disposition of missing or stolen property is unknown, Surplus is not able to issue authorization for the removal of the property from the agency's inventory. The agency Property Coordinator (PC) must report any property that is missing or stolen according to your agency policy.

- If the property is assumed missing and not stolen, the PC must document all known information regarding the circumstances of the loss.
- If the property is assumed to have been stolen, the PC must report the loss to their local law enforcement agency.

The property must be maintained on the agency's property inventory for two years from the discovery of the loss. If the property is recovered within the two years, it may be returned to the agency inventory. If not recovered after two years, it may be deleted from the inventory. These reports must be maintained with the property records for auditing purposes for five years from the report of loss.

Note: See Secretary of State Retention Schedules for State Government Paper and Electronic Records for official regulations.

The missing or stolen property Appendix A is a sample form to document.

16.2 Trash, Scrap, Recyclables and Hazardous Materials

Surplus does not dispose of trash (waste), scrap, recyclable, consumable or hazardous (universal or other) materials. While authorization for disposal may be required from Surplus to remove the property from the agency's inventory, the actual disposal of materials in these classifications is the agency's responsibility. The agency bears any costs and can accept any proceeds from this disposal. Surplus will assist agencies in determining disposal options for recyclable materials. This may include conducting internet auctions for unique lots.

Just as we strive to be good stewards of our state property, we need to maximize our efforts to reduce landfill and increase recycling of unneeded property. Recycling reduces agencies' trash removal and transportation costs and makes sense for the environment.

Hazardous Materials

DOAS Surplus is not authorized to receive, transfer, or dispose of hazardous materials as defined by the US Environmental Protection Agency (EPA) and the GA Environmental Protection Division (EPD). The disposal of these materials is regulated based on the type and amount generated and is the responsibility of the generating agency.

The materials include (but are not limited to):

- Paints (Oil, Enamel, Polyurethane, Latex)
- Batteries (All types)
- Chemicals (Acid/Base/Flammables)
- Pesticides
- Petroleum Products
- Tires (new or used)
- Refrigerants (i.e. Freon) Equipment must be certified free of refrigerant

The Georgia Department of Natural Resources, Pollution Prevention Assistance Division (P2AD) is available to assist agencies in reducing their waste stream. Contact information can be found on their Web site: http://www.p2ad.org/

Please contact your local EPD office for disposal guidance.

Chapter 17: Special Disposal Issues

17.1 Other Disposal Methods

For disposal of specialized commodities, methods other than those described in this Manual may be employed. Surplus staff will explain the costs, procedures, requirements or conditions associated with these methods as needed.

17.2 International Disposal

There are several state agencies and universities that operate in foreign countries. Disposal of state property located overseas will be managed on a case-by-case basis. Generally, on-site disposal of the property will be the most economical for the state and will be authorized.

Many countries have very stringent electronic disposal laws. Where on-site destruction of electronic material is authorized, the agency must ensure that, in addition to Georgia state requirements, the method of disposal complies with the host county laws/regulations.

17.3 Inter-Governmental Sales

Occasionally, such as emergencies or with equipment that can only be used by a governmental agency, there are situations that are in the best interest of the State to sell property directly to other governments. Pursuant to the 1983 Georgia Constitution, Art. IX, Sec. III, Para. I, DOAS may enter into sales agreements with other governmental entities (e.g. other states and their entities) for the purpose of property disposal. These situations will be managed on a case by-case basis.

17.4 Unique Disposal Items – Books

There are many state entities that maintain books for their operations. Particularly, universities, colleges, technical schools and their corresponding libraries, expend considerable funds to maintain current resources. Since books are durable, they meet the criteria of personal property and must be disposed of in accordance with applicable surplus laws and regulations. They are unique, however, because depending on their subject, they may appreciate in value, or become so obsolete as to be worthless.

Agencies should make concerted effort to segregate books for disposal (as any other property) in a timely manner and by genre. They will be offered for redistribution and then sold as any other property. Books that have not redistributed, or sold may be offered to local nonprofit organizations after all other disposal methods. If they must be destroyed, it should be accomplished through a paper recycling program.

17.5 Weapons

Weapons are made available only to certified state or local government law enforcement agencies and will not be disposed of through public sale. Some agencies have statutory authority (O.C.G.A. §27-1-16/35-2-49/35-3-11/3-2-30/48-11-19) to issue weapons to officers upon retirement. These requests will be managed on a case-by-case basis and through the "Vendor Return" process.

Section 4. Federal Surplus Property

Chapter 18: Federal Surplus Program Overview

Federal surplus property is received from the U. S. General Services Administration (GSA) and other federal entities for redistribution to state and local governments and certain eligible nonprofit organizations. Federal surplus property is allocated by GSA on a competitive basis to all states. DOAS Surplus is the State Agency for Surplus Property (SASP) and acts as the federal government's agent for eligible donees in the State of Georgia to acquire federal surplus/excess property.

18.1 Federal Redistribution Hierarchy

In keeping with the mission of equitable and appropriate redistribution of surplus property, the following hierarchy will be adhered to for the redistribution of all federal surplus property:

1. State Agencies
2. Municipal Government Agencies
3. Eligible Nonprofit Agencies
4. Service Education Activities (federal DOD property only)
5. Small Business Administration (federal property only)

18.2 Eligibility to Receive Federal Surplus Property

Agency eligibility is determined on a case-by-case basis in accordance with federal law and regulations. Agencies must complete the appropriate Eligibility Determination forms and must comply with the requirements of periodic updating in order to retain their eligibility.

Chapter 19: Acquiring Federal Surplus Property

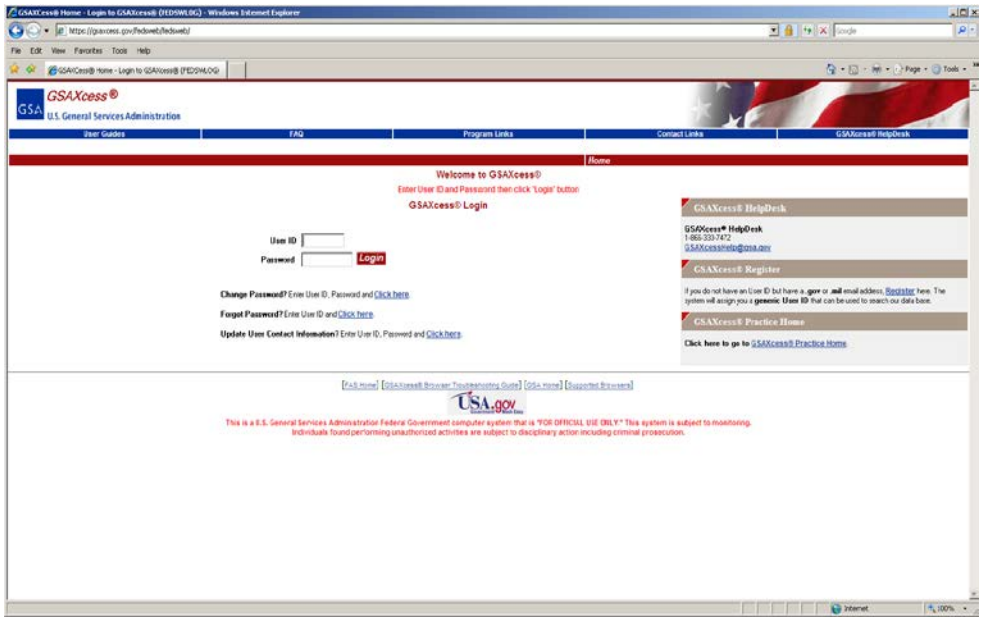
Federal surplus property can be identified in several ways. Eligible agencies can screen General Service Administration (GSA) surplus inventory online, can be informed of available items by Surplus, or can be contacted directly by a federal agency redistributing property. Regardless of how federal surplus property is identified, the process to obtain the property is the same.

19.1 Considerations

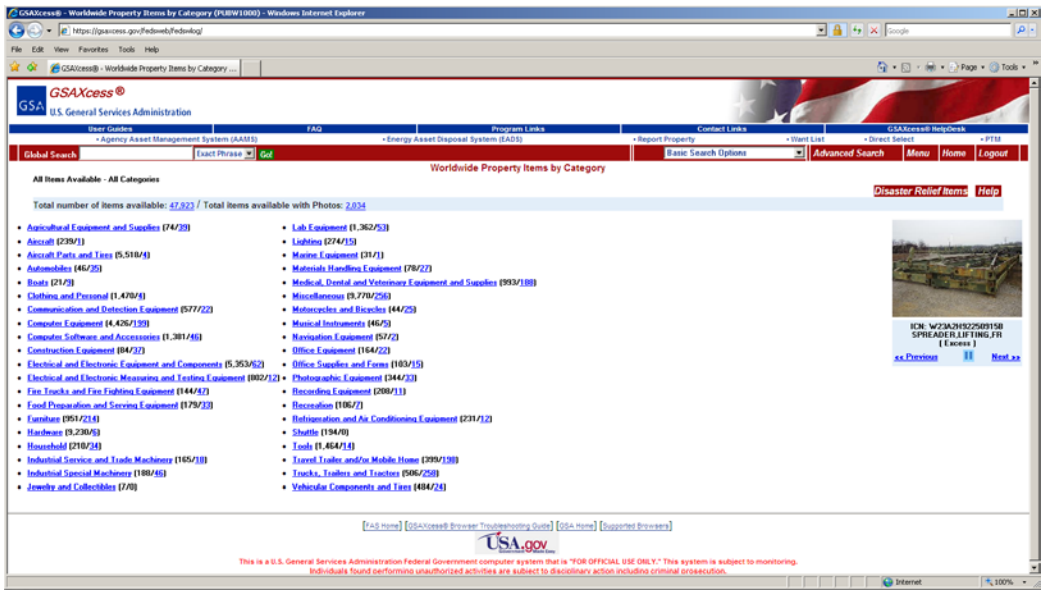
1. No eligible agency is guaranteed to receive federal surplus property.
2. All federal surplus property must be picked up at the federal site where the property is located and by the authorized date.

19.2 How to Obtain Federal Surplus Property

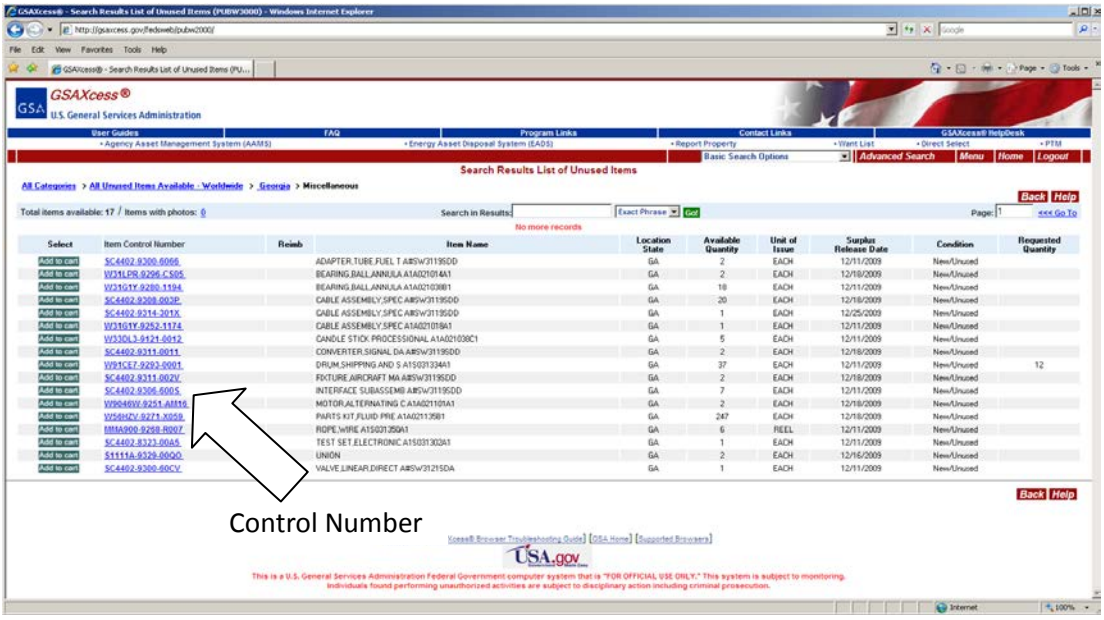
1. Agencies "screen" for desired property. Screening is the term used for searching for federal property.
   - All customers eligible for federal property may screen.
   - Property may be screened:
     - In person (Surplus must request permission for agencies to screen in person) or
     - Online at http://gsaxcess.gov
       - Login: 4757GA
       - Password: GASURPLUS



Main Search Screen:



Detailed Search Screen:



2. Agency emails agency contact information and the control number and quantity of desired item(s) to lmoghazy@doas.ga.gov with "Federal Property Request" in the subject line.
   - Make note of the location because the material must be picked up there.
3. Surplus Staff submits a request to GSA where allocation decision is made.
4. Surplus informs Agency of GSA authorization decision.
   - If approved, DOAS provides a *Letter of Authorization to Remove Property* to the agency.
   - The agency must provide payment to DOAS and pick up property by date specified.

19.3 Costs of Acquiring Federal Surplus Property

A service charge, payable to DOAS Surplus Property is administered for the transfer of all federal property. This service charge funds the federal surplus program in Georgia.

- Costs are determined based on a percentage of the acquisition cost, condition and quantity of the items.
- Cost will be established when you make the initial request.
- All federal program restrictions apply to this property.

19.4 Federal Property Restrictions

Depending on the type of property received, there are different restrictions on the acquisition, utilization and retention of federal surplus property. These conditions are provided to donees at the time of their acceptance into the surplus program. The terms and conditions are also provided with each federal invoice generated. Please be sure to read, understand and comply with these restrictions. Failure to comply may lead to suspension or removal from the program and/or forfeiture of any service charges and administrative fees.

For terms and conditions of acquiring federal property, see Appendix B.

Section 5. Other Terms and Conditions for Donee Surplus Acquisition

Chapter 19: Property Condition/Return/Exchange

19.1 State Property

All state surplus property is acquired in "AS IS – WHERE IS" condition without warranty, expressed or implied, as to the completeness, kind, character, or quality of any property, or its fitness for any use or purpose. Return and/or exchange of state surplus property are not authorized.

19.2 Federal Property

All Federal surplus property is acquired in "AS IS – WHERE IS" condition without warranty, expressed or implied, as to the completeness, kind, character, or quality of any property, or its fitness for any use or purpose. Returns are not normally authorized except in extenuating circumstances (non-operational equipment is not considered extenuating).

Requests for return of federal property must be made within 30 days of receipt to the Surplus Director. If authorized, property must be returned at the donees' expense and in usable condition. If the return is authorized, a credit to the customers' account for the service charge may be issued based on the return date:

1. Return in 1 – 15 days 100%
2. Return in 16 – 30 days 50%

Chapter 20: Limitations on Quantity

To ensure equitable distribution, DOAS Surplus reserves the right to limit the quantity of all property that an agency may acquire.

Appropriate redistribution is defined by the documented mission of agency that is receiving the property. The receiving agency must demonstrate the need for the requested property as it applies to its stated mission. If an agency has changed its mission, it must update their eligibility file to determine if the new functions meet the eligibility requirements.

The decision regarding "equitable and appropriate" lies with Surplus. DOAS Surplus reserves the right to deny property to any organization. Agencies may appeal the decision to the Surplus Director whose decision is final.

Chapter 21: Payment

21.1 Forms and Terms of Payment

All payments must be made through DOAS Surplus. State agencies may not accept payment for surplus transactions. Surplus cannot accept cash, personal checks, or money orders from eligible donee organizations. Payments are accepted as follows:

- *State and Municipal Government agencies*: Agency Credit Card (P-Card), Agency Purchase Order, Agency Check
- *Nonprofit agencies*: Agency Check, Agency Credit Card. All administrative and service charges must be paid prior to loading or removing property.

21.2 Payments by Check

Make business checks payable to: **GA DOAS SURPLUS**.

All checks are processed through a check verification vendor. Returned checks will be assessed a service charge by the vendor and all payments and corrections must be processed through the vendor.

Appendix A - **Surplus Forms**

Property Transfer Form – Used to begin all surplus property transactions; requires signature of the agency authorized user to be processed.

Affidavit of Disposal (AD) – Used to document when property is destroyed or disposed. All destructions/disposals must be witnessed by two state employees and both must sign the affidavit.

Agency Change Request – Used to update the agency authorized users or contact information.

Designation of Certifying Officials and Property Selectors – Used to add/modify authorized users for property acquisition, utilization and disposal as well as for appointing agency property selectors.

Missing and Stolen Property Form – Used to document property that has been lost or stolen.

Vehicle Inspection Form – Used to validate the condition of a vehicle in preparation for surplus status.

Completing Property Transfer Form

GA Department of Administrative Services
Surplus Property Division
200 Piedmont Ave. Ste. 1206W
Atlanta, GA 30334-9010
P: 404-657-8544 F: 404-463-2912

Property Transfer Form

Georgia Department of Administrative Services

Please send all requests to star@doas.ga.gov

Request Date: (1)			Page of				
From:				To:			
Property Location: (2)				Property Location: (3)			
Address 1:				Address 1:			
Address 2:				Address 2:			
City:	State:	Zip:		City:	State:	Zip:	
Location Contact:				Location Contact:			
Phone:				Phone:			
Email:				Email:			

Action Requested:
Select One:
(4)
☐ Other:

DOAS Use:
_____
Transaction No.

Item #	Qty	Item Description	Brand/Make	Model	Serial/VIN/Asset ID	Condition	Funded	DOAS Use	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
			(5)			Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	
						Select:	☐ Y ☐ N	Action:	

Electronic Signatures & Restrictions: Completed forms that are received from or sent to state personnel that are authorized by their agency to act as its agent for surplus property acquisition or disposal constitute approval for the action including obligating funds if applicable. All electronic components capable of storing data or software have been removed, rendered unreadable or sent for destruction only. Additionally, persons receiving property declares that item(s) acquired from the GA DOAS Surplus Property Program will not be resold, cannibalized, transferred or destroyed for a period of (1) one year without written permission from the division. Surplus Property Division reserves the right to supervise the resale of any such property by public outcry to the highest bidder within the restriction period and proceeds from the sale of such item(s) will revert to the State of Georgia, Surplus Property Division.

Press F1 in any field for a field description. Rev. 11/09

Property Released by (6) Date

Property Received by Date

DOAS Staff Date

INSTRUCTIONS FOR COMPLETING PROPERTY TRANSFER FORM

*** Indicates Field is Required**

Section	Field	Information Required
1	*Request Date	Date that the form will be sent to DOAS/Surplus
	Page __ of __ (Optional)	If form has more than one page, enter the appropriate page number
2	*From	Name of Agency who currently has possession of property
	*Property Location	Name of Agency or subunit that currently has possession of property
	*Address, City, State, Zip	Physical address where property is located (no PO boxes)
	*Location Contact	Person with physical possession of property
	*Phone	Phone number of Location Contact
	*Email	Email address of Location Contact
3	To	Name of Agency who will receive property (If not known, leave all fields in this section blank)
	Property Location	Name of Agency or subunit that currently has possession
	Address, City, State, Zip	Physical address where property is located (no PO boxes)
	Location Contact	Person with physical possession of property
	Phone	Phone number of Location Contact
	Email	Email address of Location Contact

Section	Field	Information Required
4	*Action Requested (drop down menu)	Select desired type of transaction: • Inter-Agency Transfer • DNS • Authorized Disposal • Vendor • Internet Sale
	DOAS Use	FOR DOAS Use Only
5	*Item#	Each item should be listed on a separate line unless of like type
	*Qty	Number of like objects
	*Item description	Short, specific description
	*Brand/Make	Brand name of item, leave blank if unknown
	*Model	Model number, leave blank in unknown
	*Serial/VIN/Asset ID	Manufacturer ID number
	*Condition (drop down menu)	Select one condition type: • Excellent (new or like new) • Good (gently used) • Fair (worn but usable) • Poor (not usable)
	*Funded (check box)	Check if agency with possession is funded
	Action	For DOAS Use Only
6	*Property Released By	Signature of person authorized to release property
	Property Received By	Signature of person who has received property
	DOAS Staff	Signature of DOAS Personnel closing out property surplus record

Completing Affidavit of Disposal

Surplus Property Affidavit of Disposal

1

Disposal Authorization No. **Disposal Authorization Date:**

Agency:

Location Address:

City: **GA, Zip:**

2

Destruction Affidavit

I, do hereby certify that on that the property listed on Disposal Authorization #

(Check only one) ☐ was rendered totally unserviceable by destruction;
☐ was removed for destruction/disposal by.

_____
Company

_____
Signature

Signed this day of Month, Year in County, GA.

Signature: _____

Print Name: Title:

3

Witness Affidavit

I, do hereby certify that on that I witnessed the destruction or removal the property listed above.

Signed this day of Month, Year in County, GA.

Signature: _____

Print Name: Title:

This Affidavit of Disposal must be attached to the corresponding Disposal Authorization. The completed affidavit must be returned to the GA DOAS Surplus Property Division within 14 days from date of authorization. Affidavits not returned within 14 days will be voided.

Department of Administrative Services

Instructions for Completing the Surplus Property Affidavit of Disposal

Section 1

- **Disposal Authorization No.** : Enter the AD# given by Surplus
- **Disposal Authorization Date**: Enter the date the AD# was sent to you by Surplus
- **Agency**: Enter the name of your agency
- **Location Address**: Enter the physical address where the property is located
- **City, Zip**: Enter the city and zip code where the property is physically located

Section 2

1. Enter the **name** of a state employee authorized to release property and the **date** the property disposal occurred.
2. **Disposal Authorization No.** : Enter the AD# provided by DOAS/Surplus.
3. Check appropriate box that indicates how property was disposed.
4. If the property was removed for destruction/disposal, enter the name of the **Company** and **Signature** of the person who took possession of the property.
   Note: This employee should also sign the **Property Transfer Form** in the **Property Received By** signature field.
5. Enter **Day**, **Month**, **Year** and **name of County** where disposal was witnessed
6. **Signature, Print Name & Title:** The signature, printed name and title of the state employee authorized to release property from line #1 of this section.

Section 3

1. Enter the **name** of a second state employee who witnessed the disposal/destruction of property **date** the property disposal occurred.
2. Enter **Day**, **Month**, **Year** and **name of County** where disposal was witnessed
3. **Signature, Print Name & Title:** The signature, printed name and title of the state employee that witnessed the release of property from line #1 of this section.

Completing Agency Change Request

GA Department of Administrative Services
Surplus Property Division
200 Piedmont Ave. Ste. 1410
Atlanta, GA 30334-9010

Agency Change Request

Agency:

Change Business Address:
Address 1
Address 2:
City, State: Zip:
County:
Phone: Fax:

Change Mailing Address:
Address 1:
Address 2
City, State: Zip:
County:
Phone: Fax:

Note: 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.
Update the following personnel information:

Last Name	First Name	Title	Phone	Email	Authorization	Notify
					Select status	Select:
					Select status	Select:
					Select status	Select:
					Select status	Select:
					Select status	Select:
					Select status	Select:
					Select status	Select:
					Select status	Select:
					Select status	Select:

Signature of Certifying Official Date

tronic Signatures: Completed forms that are received from or sent to state personnel that are authorized by their agency to act as its agent for surplus property acquisition or disposal constitute approval for the action including obligating funds if applicable.

Instructions

1. Enter the agency name
2. If the business or mailing address has changed, enter the changes under the appropriate address heading.
   Note: If the agency address has not changed, do not complete this section.
3. For property selectors whose contact information has changed, enter the
   - Contact information – Name, Title, Phone, Email.
   - Authorization status – select Certifying Official or Property Selector from drop down menu.
   - Notify – indicate whether this person will receive Surplus email updates.

Designation of Certifying Officials and Property Selectors

DESIGNATION OF CERTIFYING OFFICIALS AND PROPERTY SELECTORS

1 Name of Organization: _____

2 Certifying officials have authority to conduct all matters of business pertaining to the acquisition and utilization of surplus property acquired through the Georgia State Agency for Surplus Property. They are designated to obligate necessary donee funds for this purpose; execute distribution documents binding the donee to the terms, conditions, reservations, and restrictions applying to property obtained through the agency. This list will be updated periodically depending on type of organization. The certifying official is responsible for notifying the state agency in the event of changes to the list. Individuals not listed will be required to have written authorization from a certifying officer before being permitted 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 information up-dates. Email address is required to receive this information

Name	Title	Telephone	Email Address	Notify

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

Name	Title/Unit	Telephone	Email Address	Notify

Date: _____ _____
CERTIFYING OFFICIAL (PRINT)

Date: _____ _____
CERTIFYING OFFICIAL (SIGNATURE)

Instructions

1. Enter the agency name.
2. Identify Certifying Officials
   - Enter the Name, Title, Telephone, and Email Address for certifying officials.
   - Mark the Notify box if the Certifying official will be placed on the email distribution list.
3. Identify Property Selectors
   - Enter the Name, Title, Telephone, and Email Address for property selectors.
   - Mark the Notify box if the Property Selector will be placed on the email distribution list.
4. Send complete form to star@doas.ga.gov for processing.

Missing or Stolen Property Report

Missing or Stolen Property Report

- Since the final disposition of missing or stolen property is unknown, DOAS Surplus Property Division can not issue disposal authorization for these assets. This form is to document the loss for the agency property records.
- Missing or stolen property must be retained on the agency's property record for two (2) years from the date the loss is reported. After two years, it may be retired for the agency inventory.
- A police report must be filed for any property that is suspected stolen.
- If the property is found or recovered with in the 2 year period, the same asset ID number can be utilized. DOAS Risk Management shall be notified if the agency has received a claim payment for the recovered property.

Report Date:

Agency Information (where property is located)			**Property Information:**
Agency:			Item:
Address			Make:
City:	St.	Zip:	Model:
Prop. Coord.:			Serial No.
Phone No.:			Asset Tag No.
e-Mail:			Other ID.:
			Acq. Date: Acq. Cost: $
			Fund SCOA:

Circumstances

Date Reported:	Reported by:
Property is assumed ☐ missing or ☐ stolen. Why?	
Where was the property last seen or used?	
Who was the last to see or use it?	
What steps have been taken to find/recover the property?	
If stolen, police report number:	
DOAS Risk Management notified: ☐ Yes ☐ No If yes, Claim Number:	
Other details or comments:	

Property Custodian Signature	Date	Property Coordinator Signature	Date	Agency Fiscal/Admin Signature	Date

Instructions

1. Enter Report Date (date this form is being completed).
2. Complete agency information section. Ensure contact data is where property is located.
3. Complete Property information with as much information as you know about the item(s).
4. Complete Circumstances section with as much information as you know.
5. Retain this document for your records.

Appendix B - **Federal Property Terms and Conditions**

A. THE DONEE CERTIFIES THAT:

1. It is a public agency; or a nonprofit educational or public health institution or organization, exempt from taxation under section 501 of the Internal Revenue Code of 1954; within the meaning of section 203(J) of the Federal Property and Administrative Service Act of 1949, as amended, and the regulations of the Administrator of General Services.

2. If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, and including research for such purposes. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the state, except with prior approval of the State agency.

3. Funds are available to pay all costs and charges incident to donation.

4. This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964; Title VI, Section 606 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 Educational Amendments of 1972, as amended; and Section 303 of the Age Discrimination Act of 1975.

B. THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

1. All items of property shall be placed in use for the purposes for which acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State agency, and at the donees expense, return such property to the State agency, or otherwise make the property available for transfer or other disposal by the State agency, provided the property is still usable as determined by the State agency.

2. Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.

3. In the event the property is not so used or handled as required by (B) (1) and (2) title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

C. THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF $5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

1. The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).

2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use, except for such items of major equipment, listed hereon, on which the State agency designates a further period of restriction.

3. In the event the property is not so used as required by (C) (1) and (2) and Federal restrictions (B) (1) and (2) have expired then title and right to the possession of such property shall at the option of the State agency revert to the State of Georgia and the donee shall release such property to such person as the State agency shall direct.

D. THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS AND RESTRICTIONS:

1. From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (B) and (C) above remain in effect the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State, without prior approval of GSA under (B) or the State agency

under (C). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted promptly by the donee to GSA or the State agency, as the case may be.

2. In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, without prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay to GSA or the State agency, as the case may be, the proceeds of the disposal or for the fair market value or the fair rental value of the property at the time of such disposal as determined by GSA or the State agency.

3. If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed heron is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State agency, and shall, as directed by the State agency, return the property to the State agency, release the property to another donee or another State agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.

4. The donee shall make reports to the State agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the State agency.

5. At the option of the State agency, the donee may abrogate the conditions set forth in (C) and the terms, reservations and restrictions pertinent thereto in (D) by payment of any amount as determined by the State agency.

E. THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

1. The property acquired by the donee is on an as is, where is basis, without warranty of any kind.

2. Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damages to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the State agency will be entitled to reimbursement from the donee out of insurance proceeds, of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

F. TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF $5,000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

The donation shall be subject to the terms, condition, reservations, and restrictions set forth in the conditional Transfer document executed by the authorized donee representative.

G. HOLD HARMLESS AGREEMENT:

THE DONEE AGREES to hold harmless the UNITED STATES GOVERNMENT, THE STATE OF GEORGIA, and their respective departments, agencies, institutions, and employees harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its= use or final disposition.

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Appendix C - **Internet Online Sales Terms and Conditions**

All bidders and other participants of this auction agree that they have read and fully understand these terms and agree to be bound thereby.

Acceptance of Terms and Conditions: By submitting a bid, the bidder agrees that they have read, fully understand and accept all Terms and Conditions of Online Sales, and agrees to pay for and remove the property by the dates and times specified, if the bid is accepted.

Guaranty Waiver: All property is offered for sale "AS IS - WHERE IS." Georgia Department of Administrative Services (Seller) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered. The Buyer is not entitled to any payment for loss of profit or any other damages – special, direct, indirect, punitive or consequential.

Description Warranty: Seller warrants to the Buyer that the property offered for sale will conform to its basic description. The property may contain flaws and/or defects may not be immediately detectable. Any claim for miss description must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of Georgia Department of Administrative Services shall not exceed the actual purchase price of the property. All sales are final upon payment of the property.

Inspection: Most items offered for sale are used and may contain defects not immediately detectable. **Bidders are invited and strongly encouraged to physically inspect the offered property prior to bidding**. Bidders must adhere to the inspection dates and times indicated in the item description or contact the individual listed on the item posting to schedule an inspection.

Consideration of Bid: Georgia Department of Administrative Services reserves the right to reject any and all bids and to withdraw from sale any of the items listed.

Payment: The winning bid shall be considered an agreement to buy and is final. ***Payment in full is due not later than two (2) business days from the time and date of the auction closing***.

Acceptable form of payment is through PayPal

- The winning bidder will be notified by e-mail of the final price, including applicable taxes, title fees, etc.
- Winning bidders should not post payments via PayPal until they have been contacted by the seller with the final amount.

Escrow Payment: When the purchase price (of a single item or the aggregate purchase price of multiple items) totals $5,000 or greater, the Seller may require a down payment from the winning Buyer. This non-refundable fee will be 20% of the total purchase price. When the Seller exercises this option, the Buyer will have 48-hours from the time of issuance of the Buyers Certificate, to comply with this requirement. If Buyer fails to comply with this requirement within the stated time frame, the Seller can declare Buyer in default, bar them from further bidding and have them removed from the system. If Buyer is in default, Seller may negotiate with next closest bidder, re-list at another auction and/or pursue all legal proceedings. All monies collected in escrow, will be deducted from total monies due at time of final payment.

Removal: All items must be removed within five (5) business days from the time and date of auction closing. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal and any and all property awarded to them from the location of the property as indicated in the auction listing. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. The Buyer is responsible for all damage to Seller property and facilities caused during the loading and removal of items. If Seller property or facilities are damaged during loading and removal of items, Buyer will not be allowed to complete removal of purchased items until the Seller's property and facilities have been repaired. If the Buyer does not repair the damaged Seller property and facilities, any payment made by the Buyer will be applied to the repair of Seller property before being applied to the purchase price of any items purchased by Buyer. Under no circumstances will Georgia Department of Administrative Services assume responsibility for packing, loading or shipping. Property may be removed by appointment only. Winning bidder must contact the individual listed on the item posting to schedule an appointment for pick-up. **Property not removed within five (5) business days of the auction closing will be considered abandoned, buyer is declared in default and ownership shall revert back to the Seller.** The State of Georgia will only refund according to the default provision. For additional information, contact Georgia State Surplus, (404) 657-8544 office – (404) 463-2912 fax or e-mail: publicsurplussales@doas.ga.gov.

Personal and Property Risk: Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the seller and the State of Georgia from liability therefore.

Vehicle Titles and Emissions: Seller will turn over the existing title or certificate upon receipt of payment. It is the Buyer's responsibility to apply for a new title. Titles may be subject to any restrictions as indicated in the item description on the website. Open titles cannot be issued. Titles must be issued in the name of the winning bidder only. Georgia Department of Administrative Services will not issue replacement titles.

Default: Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all items within the five (5) business days. If Buyer is in default, Seller may negotiate with next closest bidder, re-list at another auction and/or pursue all legal proceedings. Default may result in termination of the contract

and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, Seller may exercise such rights and may pursue such remedies as are provided by law. Seller may exercise the right to refund payments where property has not been picked up by the Buyer. A default fee of $100 or 40% of the winning bid price, whichever is higher, will be deducted from the refund for administrative costs.

State/Local Sales and/or Use Tax: Buyers may be subject to payment of State and/or local sales and/or use tax. Sales tax will be collected at the point of payment. Buyers with a valid state sales tax-exemption certificate must provide a copy of the certificate prior to payment, or taxes will be collected on purchases.

Sales to Employees: Employees of the State of Georgia Department of Administrative Services and their immediate family members may not bid on the property listed for auction. By bidding on this auction "The purchaser certifies that this transaction does not and will not violate the provisions of Official Code of Georgia Annotated 45-10-20 et seq. in any respect."

Appendix D - **Electronic Signatures & Restrictions**

DOAS/Surplus Property implemented the following policy regarding electronic signatures.

Completed forms that are received from or sent to state personnel that are authorized by their agency to act as its agent for surplus property acquisition or disposal constitute approval for the action including obligating funds if applicable. Authorization will be determined by the agency's "selector" submission.

Agency property personnel that have formal e-signature capability are encouraged to utilize it for surplus transactions.

Appendix E - **Surplus Process Diagrams**

Overview of On-Site Disposal Process – Overview of the disposal process showing key decision points for determining disposal method

Inter-Agency Transfer (T) Process – Property is transferred between state agencies

Direct Negotiated Sale (DNS) Process – Property is transferred from state agency to donee

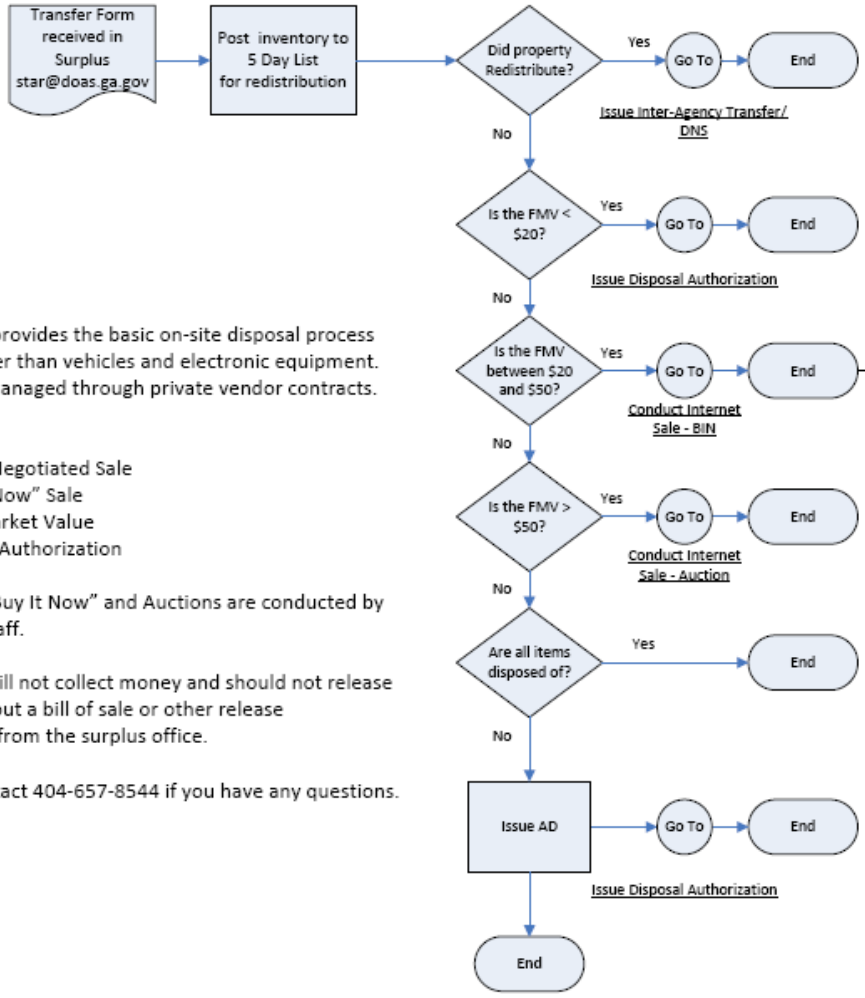
Vendor Return (V) Process – Property exchanged from state agency to vendor for some concession when acquiring new, like property, as permitted by the Georgia Procurement Manual (GPM)

Disposal Authorization (AD) Process – Property disposed/destroyed

Public Internet Sales (BIN/IS) Process – Property sold to public

Overview of On-Site Disposal Process

Overview
On-Site Disposal Process



This is only for items with an original acquisition cost <$5000

* Items that do not sell may always be relisted at the discretion of the Surplus Staff

- This chart provides the basic on-site disposal process for assets other than vehicles and electronic equipment. They will be managed through private vendor contracts.

- Acronyms:
DNS – Direct Negotiated Sale
BIN – "Buy It Now" Sale
FMV – Fair Market Value
AD – Disposal Authorization

- Internet "Buy It Now" and Auctions are conducted by the Surplus Staff.

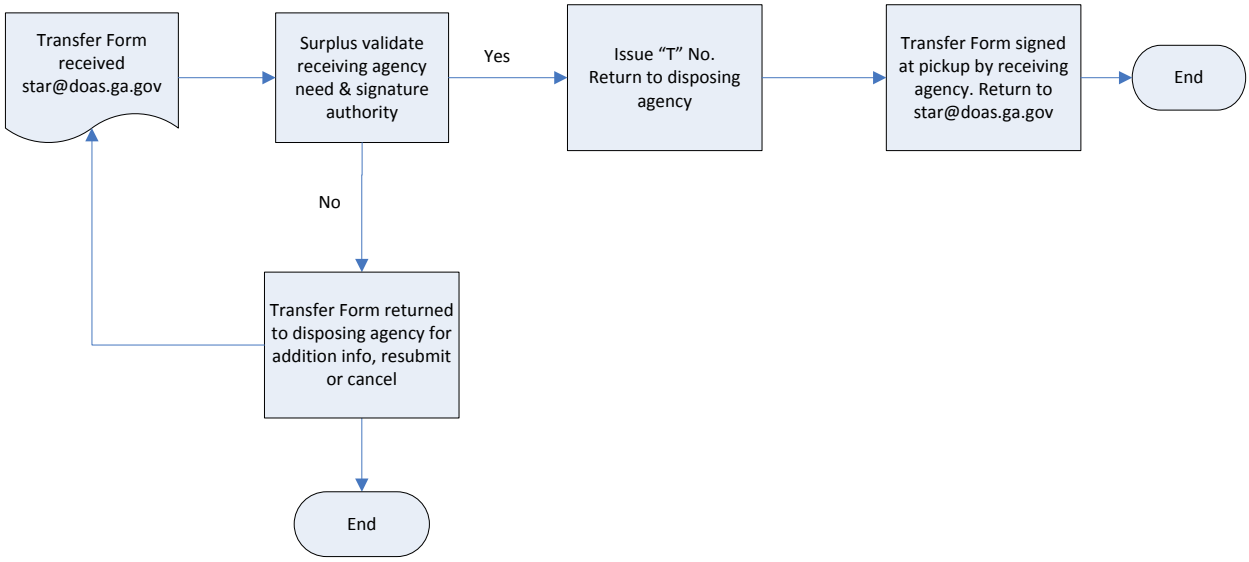
- Agencies will not collect money and should not release material without a bill of sale or other release authorization from the surplus office.

- Please contact 404-657-8544 if you have any questions.

Rev. 11/09 sre

Inter-Agency Transfer (T) Process

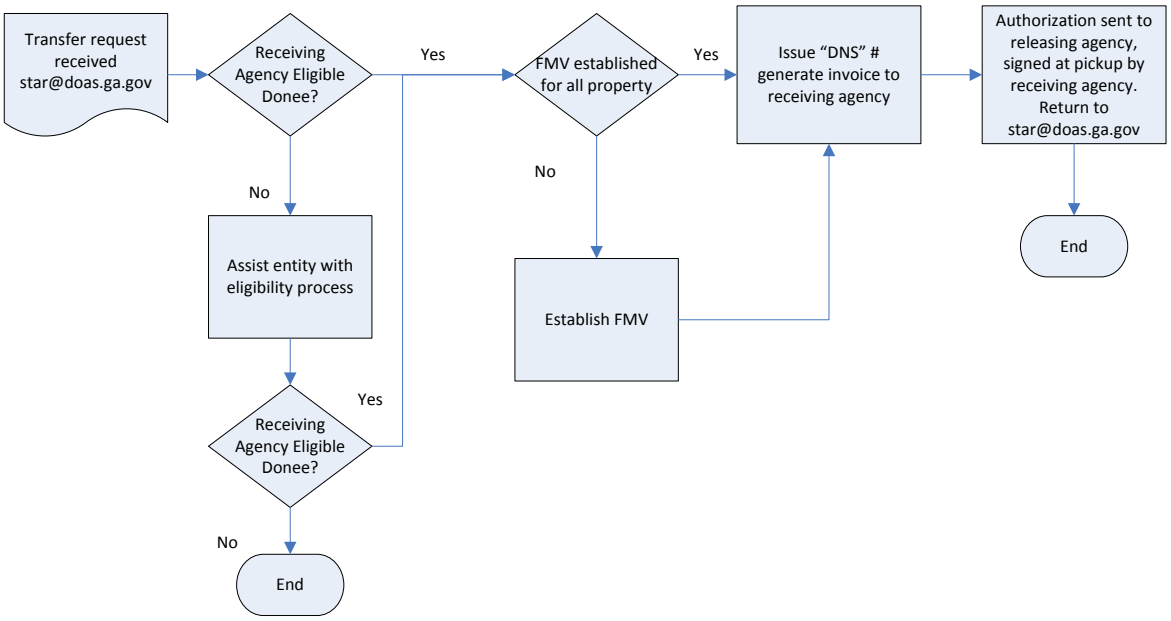
Inter-Agency Transfer (T) Process



Rev. 08/10 sre

Direct Negotiated Sale (DNS) Process

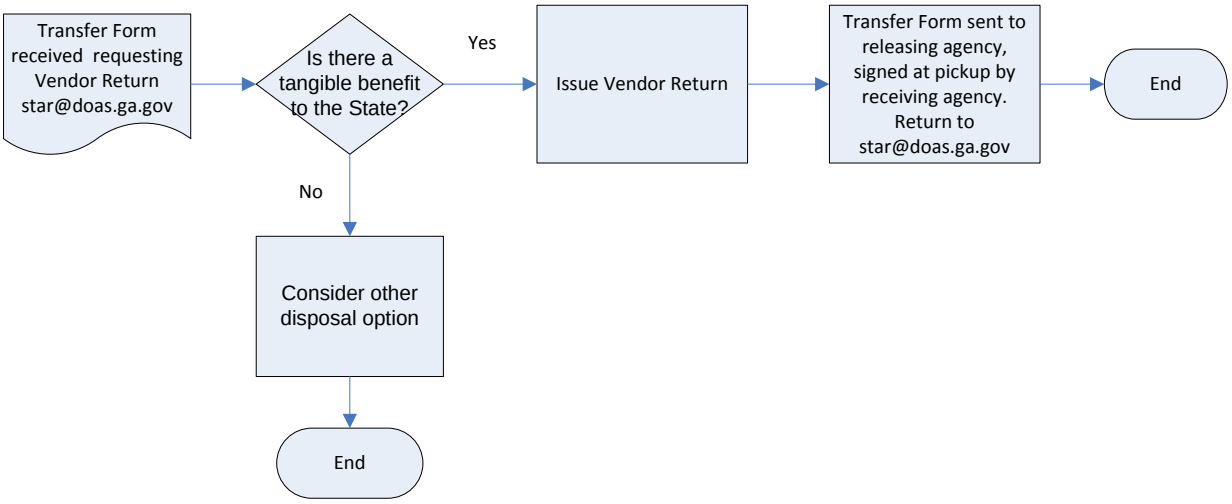
Direct Negotiated Sale (DNS) Process



Rev. 01/11

Vendor Return (V) Process

Vendor Return (V) Process



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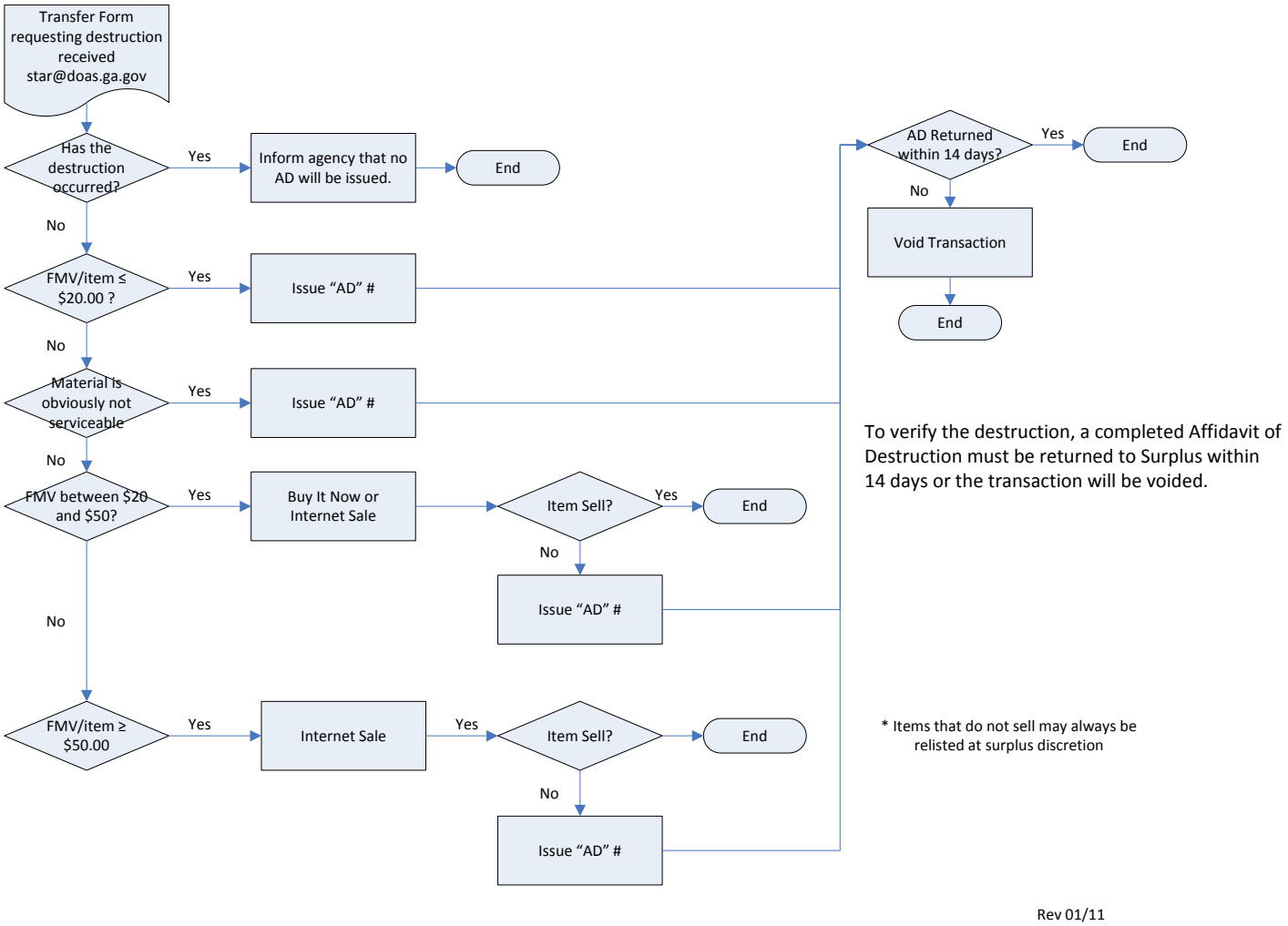
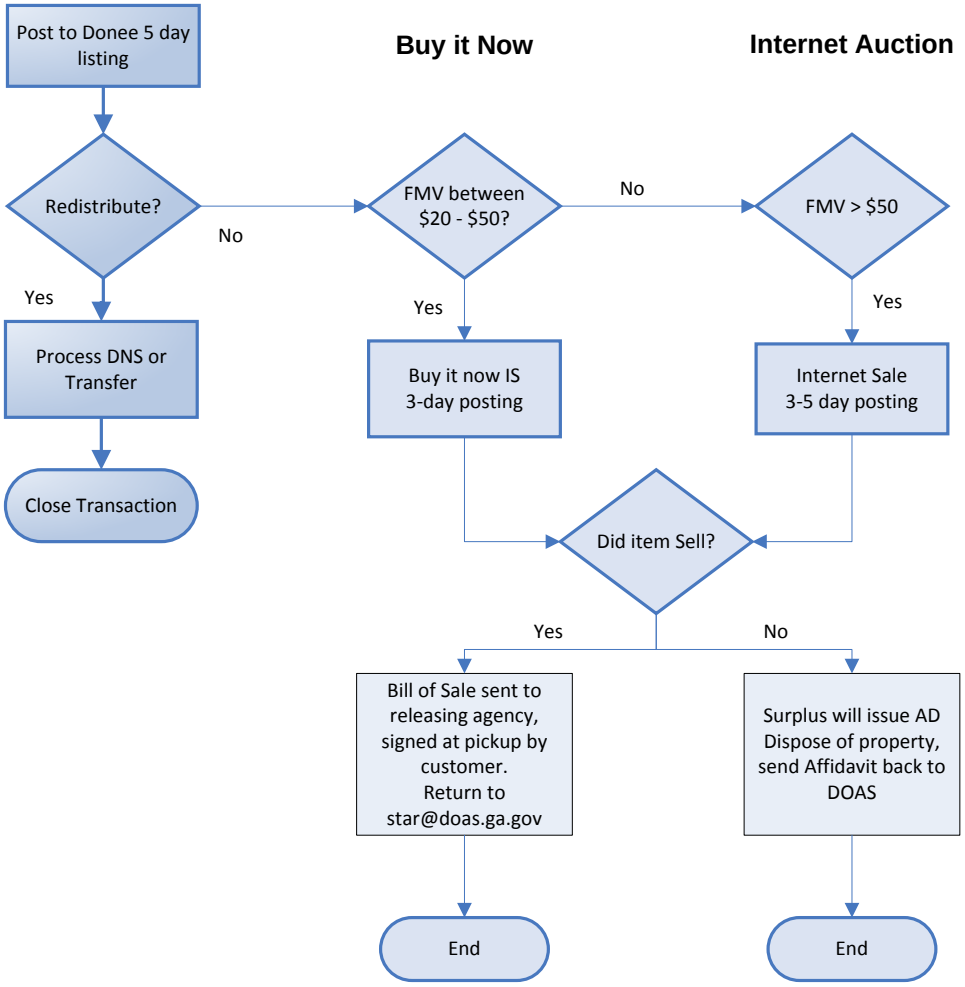
Disposal Authorization (AD) Process

Authorized Disposal (AD)



Public Internet Sales (BIN/IS) Process

Public Internet Sales
Buy it Now/Internet Auction



Rev. 01/11

Appendix F - **Glossary**

Authorized User – Personnel authorized to make surplus property acquisition, utilization and disposal decisions for a specific agency.

Book of Record – The State Accounting Office (SAO) is responsible to maintain the state's property accountability. The PeopleSoft system is the state's * "book of record". (* Not all state entities utilize PS for their accounting. However, the final state property value determination is an accounting function regardless of the system used.)

"Buy It Now"/BIN – A disposal method in which surplus property is sold via an internet auction house at a fixed price. The original acquisition value must be less than $5,000 in order to qualify for a BIN sale.

Capital Assets – Real or personal property that have a value equal to or greater than the capitalization threshold for a particular classification of the property and have an estimated life greater than one year. For personal property, the capitalization threshold is $5,000. Personal property with a cost of at least $1,000 and under $5,000 will be accounted for as controlled inventory, but will not be capitalized. (See Department of Audits, Capital Property Guide for additional information.)

Custodian agency – An agency that has physical custody of the property to be surplused who typically initiates a surplus property transaction.

Defense Reutilization Marketing Office (DRMO) – Excess property from the Department of Defense (DoD) is stored at this location for redistribution.

Direct Negotiated Sale (DNS) – A disposal method in which a state agency transfers surplus property to eligible governments of county, city and eligible nonprofit agencies.

Disposal Turn In Document (DTID) – A number used to identify and track federal surplus items turned in to the DRMO.

Donee – A state agency, local government and their municipalities, and eligible nonprofit agencies.

ELC – A disposal method in which electronic equipment is disposed or destroyed.

GASASP – Georgia State Agency for Surplus Property. DOAS/Surplus Property Division is the business unit within the state of Georgia authorized for federal surplus property decisions.

General Service Administration (GSA) – A branch of the federal government that among other responsibilities allocates and approves the transfer of federal property.

Inter-Agency Transfer (T) – A disposal method in which property transferred from one state agency to another.

Item Control Number – This number is used to identify and track an item(s) declared excess by a federal agency.

Internet Auction – A disposal method in which surplus property is sold to the public through an internet auction house.

Letter of Authorization to Remove Property – Document provided by DOAS to eligible agencies to pick up federal surplus property

Permanent Shopper – Personnel authorized to select property and obligate agency funds.

Personal property – "Any fixed or movable tangible property used for operations, the benefits of which extend beyond one year from the date of acquisition." Essentially, personal property refers to any item that is owned by the state and is not real estate regardless of acquisition cost or method.

Real property – Assets or property that includes land and buildings and anything affixed to the land.

Property Coordinator (PC) – A person designated in writing by the agency head as the primary contact on all matters concerning the acquisition and disposal of state surplus personal property for that agency.

SASP –State Agency for Surplus Property. Each state is authorized to operate a program to receive and redistribute federal property. DOAS/Surplus Property is the SASP for Georgia.

Surplus property – Non-consumable personal property that a state agency no longer requires.

Temporary Shopper – Personnel that may acquire surplus property with authorization from an agency authorized user.