

## General Property

### Rules of Thumb...

- ◆ DOAS will usually follow the disposal flow; transfer before sell, sell before recycle, recycle before trash.
- ◆ Sets sell better than pieces.
- ◆ We can't sell a "lot" or "about" quantities. Please give an accurate count.
- ◆ If the asset is worth less than \$20, consider destruction
- ◆ When describing property, think about what you would want to know if your supervisor told you to get something from surplus.
- ◆ "Just the facts..." Don't embellish or diminish the quality or operating condition.
- ◆ Always consider cost avoidance. Disposal savings is the same as revenue.
- ◆ "A picture is worth a 1000 words." Clear, item specific photos generate higher sales prices.
- ◆ If you're trying to convince Surplus to agree with you, send a photo.
- ◆ Develop community relationships. Negotiated sales to eligible local governments and nonprofits are fast and strengthen your agency standing in the community.
- ◆ Books sell very well but there must be an accurate inventory so buyer know what they are getting.



## Electronics

See Chapter 15 of the Surplus Property Manual for additional information.

For disposal purposes, electric components are classified as hazardous materials by the Environmental Protection Agency. Additionally, there are significant data security issues to consider.

### Transfer or Sale

- ◆ Agency head or CIO must certify that all data storage devices and only data storage devices have been removed from any equipment that is for sale or transfer to other than state agencies.
- ◆ Request must be approved by CIO
- ◆ Counts must be accurate to the piece.
- ◆ **If components other than hard drives are removed, equipment must be recycled.**



### Recycling

- ◆ Only authorized property disposal signature is required.
- ◆ Do not remove data storage devices or other components.
- ◆ Equipment must be stacked and wrapped for shipping.
- ◆ There is no charge for transportation of electronic recycling.

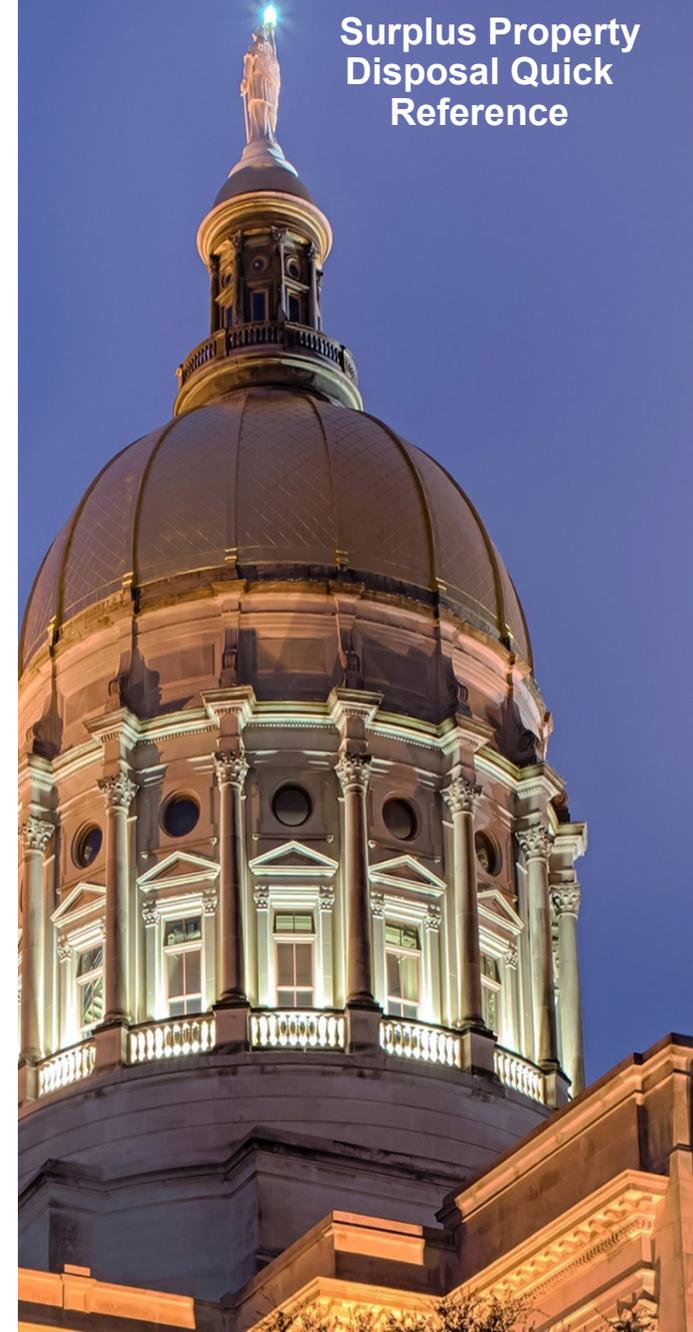
The Surplus Property Manual is available at :  
[www.surplusproperty.doas.ga.gov](http://www.surplusproperty.doas.ga.gov)  
under the "State Property Disposal" tab.



200 Piedmont Avenue, SE  
1802 West Tower  
Atlanta, GA 30334  
Phone: 404-657-8544  
Fax: 404-463-2912  
Email: [surplusproperty@doas.ga.gov](mailto:surplusproperty@doas.ga.gov)  
[www.doas.ga.gov](http://www.doas.ga.gov)

# Georgia Department of Administrative Services Surplus Property Division

## Surplus Property Disposal Quick Reference



## Disposal Laws:

### OCGA §50-5-140 through 146

- 140—Requests surplus lists
- 141—Transfer, sale, trade or destruction authorization
- 142—Rules and Regulations
- 143—Negotiated Sale to Local government
- 144—Negotiated Sale to Nonprofits
- 145—Limited Application
- 146—Penalty

## Vehicle Disposal

Vehicles may be sold on-site or transported to a auto auction vendor for disposal. See Surplus Property Manual, Chapter 14 for additional information. Vehicles may be offered for redistribution or sale depending on condition.



### On-Site Disposal

- Enter a transfer per vehicle in Asset Works
- Attach a completed Vehicle Inspection Form
- Attach copies of the front & back of the title
- Minimum Four photos, .JPG format, sized 600x400
  - Front corner, shows front & drivers side
  - Back corner, shows rear & passenger side
  - Engine compartment
  - Interior
- Other photos necessary to show defects/damage

OR

### Vendor Disposal

- Enter a transfer per vehicle in Asset Works
- Attach copies of the front & back of the title
- Note on the note field that the agency will either deliver the vehicle or wants it picked up by the vendor.
- Agency is responsible for transportation, either towing or delivery.

Please contact Surplus if you have any questions or unique disposal issues. There are other disposal options that we didn't have space to list on this sheet.

## Disposal Flow



## Reuse is Recycling



### Service Charges & Reimbursement

Service charge calculation is for transactions that generate funds only. There isn't a charge for T, V, AD, ELC  
1st \$100 of any transaction retained

Sale amount	Agency Retains	Cap
\$101—\$9,999	55%	
\$10,000—\$49,999	75%	\$7500
≥\$50,000	90%	\$10,000



### Federal Surplus Property Screening

Locate federal civilian and military surplus for your agency.

<http://gsaxcess.gov>

Send your name, email, phone number to [doasfedsur@doas.ga.gov](mailto:doasfedsur@doas.ga.gov) to request individual access code.

This is read only access for agencies to locate available federal surplus.

Contact DOAS Surplus with the item control number to request.

**There is always a service charge for federal property.**

## State Property Disposal Types

	Type	To	Notes
Redistribution	Transfer (T)	State agency	No cost between agencies
	Direct Negotiated Sales (DNS)	Eligible local government or nonprofit	Always a charge to recipient
	Vendor Return (V)	Authorized vendor	Trade-in or discount on new ,like property. Must demonstrate benefit to state
Public Sale	Internet Sale (IS)	Actual sale of item to the public	E-Bay, GovDeals, Public Surplus
	Retail Sale (RS)		Original acquisition cost must be ≤\$5000.
	Live Auction (LA)	State employees may participate	Used to track vehicle auctions
	Public Sale other (PS)		Tracks other sales not listed
Recycle/Destroy	Authorized Disposal (AD)	Includes scrap (recyclable) and trash (destruction)	Donation in lieu of destruction may be authorized <i>after</i> all other options have been tried. Requires completed Affidavit of Disposal
	Electronics Disposal (ELC)	DOAS Vendor	Considered hazardous material for disposal