

# Best Practices

## GENERAL PROPERTY

- 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 1,000 words." Clear, item-specific photos generate higher sales prices.
- If you're trying to convince Surplus Property 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 the buyer knows what they are getting.

## ELECTRONICS

For disposal purposes, electric components are classified as hazardous materials by the Environmental Protection Agency. Additionally, there are significant data security issues to consider. **See Chapter 15 of the Surplus Property Manual for additional information.**

## 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 State agencies. **Request must be approved by the 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 "Property Disposal" tab.



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# DISPOSING STATE SURPLUS PROPERTY



STATE SURPLUS PROPERTY  
QUICK REFERENCE GUIDE

SURPLUS PROPERTY DIVISION - GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES

## VEHICLE DISPOSAL

Vehicles may be sold on-site or transported to an auto auction vendor for disposal. See the 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 AssetWorks
- Attach a completed Vehicle Inspection Form
- Attach copies of the front and back of the title
- Minimum of five photos, .JPG format, sized 600x400 pixels
  - Front corner, shows front and driver's side
  - Back corner, shows rear and passenger's side
  - Engine compartment
  - Interior front and rear
  - Other photos necessary to show defects/damage

### Vendor Disposal

- Enter a transfer per vehicle in AssetWorks
- Attach copies of the front and back of the title
- Indicate in 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 Property if you have any questions or unique disposal issues. There are other disposal options that are not included in this document.



## DISPOSAL FLOW



## 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 service charge to recipient
	Vendor Return (V)	Authorized vendor trade in or discount on new like property	Must demonstrate benefit to State Insurance vendor pick up
Public Sale	Internet Sale (IS)		GovDeals, Public Surplus
	Retail Sale (RS)	Actual sale of item to the public State employees may participate	Original acquisition cost must be ≤ \$5000
	Live Auction (LA)		Used to track vehicle auctions
	Public Sale other (PS)		Tracks other sales not listed
Authorized Disposal (AD)	Includes scrap (recyclable) and trash (destruction)		Donation in lieu of destruction may be authorized <b>after</b> all other options have been tried Requires completed Affidavit of Disposal
Recycle/Destroy	Electronics Disposal (ELC)	DOAS Vendor	Considered hazardous material for disposal

## CHARGES & REIMBURSEMENT

Service charge calculation is for transactions that generate funds only. There is not a charge for T, V, AD, ELC. First \$100 of any transaction retained.

Sale Amount	Agency Retains	Cap
\$101 — \$9,999	60%	—
\$10,000 — \$49,999	75%	\$7500
≥ \$50,000	90%	\$10,000

## FEDERAL SURPLUS PROPERTY SCREENING

### Personal Property Management System<sup>SM</sup> - <http://ppms.gov>

Locate federal civilian and military surplus for your agency through PPMS.gov. For User Login credentials, call DOAS Surplus Property for information. Dial extension #3. This is read-only access for agencies to locate available federal surplus. Contact DOAS Surplus with the item's control number to make a property request. There is always a service charge for federal property.

### Scan our QR Code

Want to learn more about acquiring surplus property? View answers to frequently asked questions by scanning our QR code. From your mobile device, turn on your camera and point to the code to scan.



## DISPOSAL LAWS

OCGA §50-5-140-146

**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