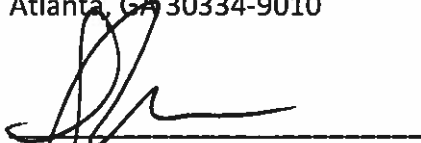




Georgia Surplus Property Manual

Department of Administrative Services
200 Piedmont Ave. Ste. 1804 West Tower
Atlanta, GA 30334-9010



Shawn Ryan, Commissioner



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Reduce, Reuse, Recycle

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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 Property Division (Surplus). These administrative rules govern the activities that Georgia State executive branch entities use 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 for the disposal of state property.
4. Make the surplus property regulations consistent 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, 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 property.

2.2 Surplus Contact Information

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

200 Piedmont Avenue, S.E.,
Suite 1804 West Tower
Atlanta, Georgia 30334-9010

Ph: 404-657-8544
Fax: 404-463-2912
Email: surplus.property@doas.ga.gov

For more information, visit the Surplus web site at <http://doas.ga.gov/surplus-property/>

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 property management aspects, especially procurement and disposal.

- **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** to ensure that 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 entity 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-entity transfer, sale, or destruction. Understanding key parts of property management helps agencies make informed 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 Laws pertaining to State Owned Property

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.).

§ 50-5-140. 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 Laws and Regulations Pertaining to the Federal Surplus Property Program

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).

O.C.G.A. § 50-5-51. Power, authority, and duty of department

The Department of Administrative Services shall have the power and authority and it shall be the department's duty, subject to this part: ...

(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;

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 Applicability

This information is provided so state entities will have a better understanding of the disposal options available, and how surplus property can be used by other eligible recipients. It is not intended to replace donee eligibility regulations or utilization and compliance restrictions or any other applicable laws or regulations.

5.2 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. Eligible program participants are called "donees." Interested entities must complete the appropriate eligibility application process and must comply with the requirements of periodic updating to retain their eligibility. The following classifications of entities will be considered for participation:

- All **state government agencies, commissions, authorities, and universities** are eligible to receive state and federal surplus property. Authorized state entities (primarily authorities) that elect to manage their own property disposal are still eligible to receive state and federal surplus. However, transactions will be conducted the same as a local government and state property will be conveyed as a Direct Negotiated Sale.
- All **Georgia municipal government** (county, city, town, etc.) entities are eligible to participate in the state and federal surplus property.

- **Nonprofit organizations** classified by the Internal Revenue Service (IRS) as a 501 (c) organization may be considered to receive state and federal surplus property.
- **Veteran Service Organizations (VSO)** designated by the Secretary of the US Veteran Administration are eligible to participate in the federal surplus property program and may be eligible for the state program depending on their business status and service(s) provided.
- **Service Education Activities (SEA)** designated by the Secretary of Defense may be eligible for federal DOD property.
- **Small Business Administration (SBA), 8A program participants** may be eligible to participate in the federal surplus property program. Eligibility is established by the SBA.

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 surplus property:

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

Chapter 6: State Entity Responsibilities

6.1 Entity Responsibilities

Consistent with their fiduciary responsibility, entity heads must:

1. Establish entity policies, procedures, and systems for the appropriate procurement and tracking of personal property.
2. Delegate responsibility and authority for property oversight to their entity Property Coordinator (PC).
 - PC is designated by an entity head and is responsible for the entity'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 entity contact, and will always hold the surplus designation as an "authorized" user.
3. Surplus employees do not have access to entity asset inventory management tracking systems. It is the individual entity'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 two primary designations of users in the Surplus system whose status is recorded on the entity Selector list:

1. **Authorized User**

- Has authority to conduct all matters of business pertaining to the acquisition, utilization and disposal of surplus. Can obligate entity funds.
- Delegates entity personnel as Property Selector.
- Entity heads are always Authorized Users.

Note: Agencies may have more than one Authorized user.

2. **Property Selector**

- Authorized to select property and obligate entity funds.
- May not authorize other entity personnel.

Note: Surplus maintains lists of other key entity officials, such as the entity head and Chief Information Officer (CIO), for the disposal of electronic materials.

6.3 Restrictions for Acquired 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 entity purposes; personal use is not authorized.
2. Only donee employees listed in the entity 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 custody must be maintained by the donee for the restriction period. Property may not be sold, traded, loaned, cannibalized, or destroyed without permission from Surplus.
5. Surplus personnel may conduct utilization visits 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

State employees other than DOAS employees are permitted to participate in the public sale of surplus property. 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(b)).

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: Transaction Proceeds**7.1 Asset Disposal Proceeds**

DOAS retains only the funds needed to operate the program and will return the remaining proceeds to all state agencies utilizing the program in an equitable manner.

The expected reimbursement rate will normally range between 40-60%. The reimbursement rate is evaluated each fiscal year and adjusted, if necessary, to cover fluctuating operating expenses. Reimbursement payments to agencies will be made through monthly ACH payment. The parameters DOAS utilizes to calculate payments are:

- The first \$100 of all transactions (by piece or lot) will be retained by DOAS as a basic service charge.
- All inter-agency transfers of state assets will be conducted at zero cost.
- 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.
- Proceeds of high value assets, for example aircraft sold, after the first \$100 will be processed as follows:

Sale Amount	Percent to Entity	Surplus Cap
\$101 to \$9,999	55%	N/A
\$10,000 - \$49,999	75%	\$7,500
≥\$50,000	90%	\$10,000

- Agencies are responsible for transportation and equipment preparation fees (e.g. decal removal, towing).
- There is no reimbursement for the disposal of "scrap" electronics (see Chapter 14 for additional information.)

7.2 Conditional Property Title Transfer

The Surplus Property program is not an entitlement program. Enrolled participants (state and local government entities and nonprofit organizations) must meet specific eligibility criteria and are known as “donees”. “Direct Negotiated Sales” to donees are technically a donation with a service charge. This stems from the fact that transfer of property title (ownership) does not occur until certain conditions are met as stated in Section 6.3 Restrictions for Acquired State Property of this manual. Property title transfers to public buyers as soon as payment is received and the item(s) are removed. The chart below describes the conditional restriction period:

Property From	Property To	Title Transfer Restrictions
State	State	None
	Local Government	After 12-month restrictions are met
	Nonprofit	After 12-month restrictions are met
	Public	None
Federal	State	Restrictions based on property
	Local Government	Restrictions based on property
	Nonprofit	Restrictions based on property

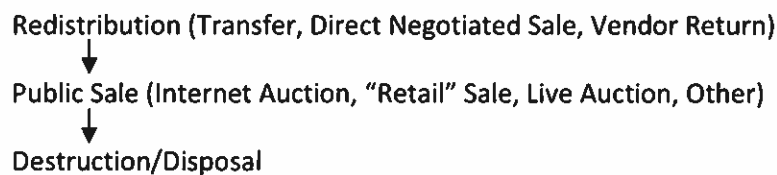
Section 3. Disposing of State Property

Chapter 8: Overview of Disposal Process

Once a state entity decides that property is no longer needed, Surplus will work with the entity to ensure that the selected disposal method returns the most value to the state. According to state law, there are four basic disposal options:

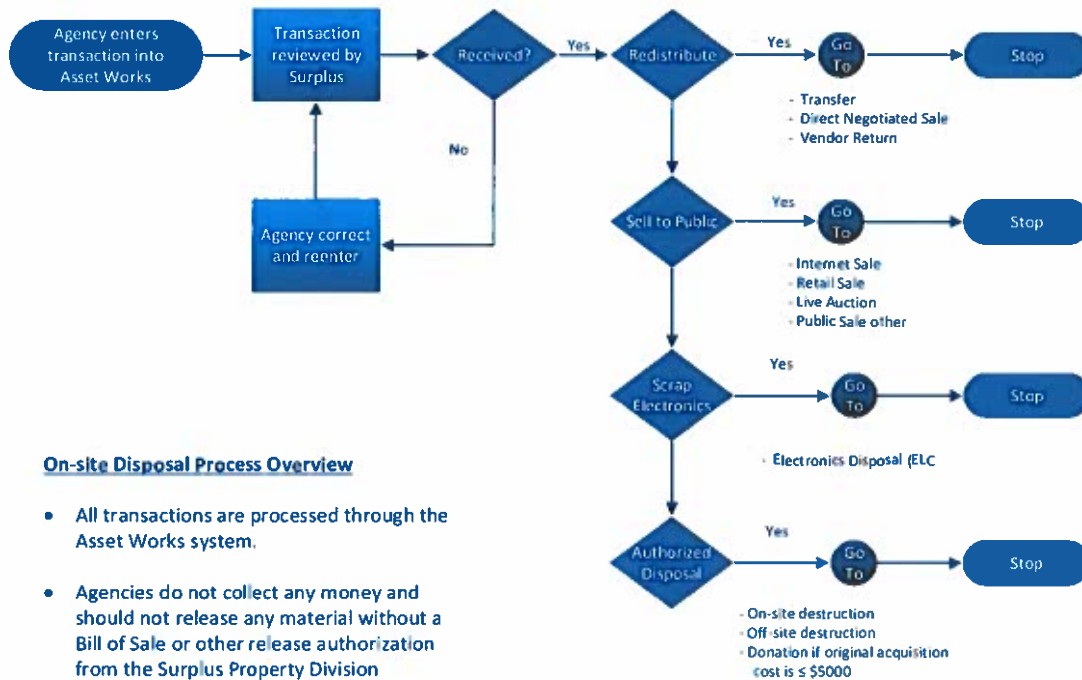
1. Transfer between state entities
2. Negotiated sale to eligible donees
3. Sale to the public through a bidding process
4. Destruction

The disposal process *typically* flows through the following transaction options:



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.



The actual disposal process for all the transaction types is comprised of four basic steps:

1. State entity enters the transaction request with market quality photos into the Asset Works (AW) system.
2. Surplus virtually receives the property and determines the best disposal method.
3. Surplus conducts the transaction(s); entity is notified throughout the process by the AW system. State entity releases/disposes of property.
4. Once disposed of, the entity references the AW transaction number as authorization to remove the asset from its 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 entity, 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 Virtual Disposal

Surplus property transactions are “virtual disposals,” meaning that the property remains with the custodian entity while it is processed and disposed. The virtual disposal process is:

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

8.2 Asset Works (AW)

The Surplus Property Division utilizes Asset Works, a web-based program, to process the disposal of all surplus property. This allows for single point access to all surplus processes and information. State entities must designate personnel to have access to the program. The program tracks the entire disposal process, creating an audit trail that shows each step in the process and who initiated it. There are three profiles for entity property personnel:

User	<ul style="list-style-type: none"> • Enters disposal requests • Runs entity reports
Manager	<ul style="list-style-type: none"> • Enters disposal requests • Approve disposal requests • Runs entity reports (If an entity elects to allow one only individual to enter and approve disposal, they must have this profile.)
Director	<ul style="list-style-type: none"> • Runs entity reports

The system also allows agencies to manage asset disposal at individual locations as well as entity wide. Agencies may also elect to control disposal through pre-established approval processes.

System use, while not difficult, is not very intuitive. Personnel assigned to manage entity assets must enroll in an online training program. Once successfully completed, authorized individuals will be provided with program access.

Chapter 9: Surplus Disposal – Creating the Transaction

Regardless of the disposal method, the first step in the process is entering the disposal request into the Asset Works system. Since the assets are located throughout the state, the information that is sent to Surplus must be complete and accurate. ***Specific instructions for completing the Transaction Request are found in the [Asset Works User Guide](#)***

9.1 What Information is included in the Transaction Request?

Surplus can process the request more efficiently if these steps are taken:

- **All fields are required** – property must be identifiable to be sold.
- List addresses and contact information where the property is physically located.
- Keep like items on single requests – do not mix disposal processes like electronics with furniture.
- Enter complete “packages” including photos, product information sheets, etc. at one time.
- Inform Surplus of convenient inspection and removal times, barriers to, or facilities for removing property. **Caution: Parts and components must not be removed once an item is reported.** If this occurs, contact the Surplus Property Division immediately.

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

9.2 Tips for taking photos to accompany Transaction Request

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 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 item and the written description is specific.
2. Capture key details. Take as many views as necessary to accurately show the item. Take close 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 for shadows that hide details.
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 (if available) resize to "Pre-Defined" selection, Web-Large (640x480). If the photo is taken with a mobile phone, size the photo to "Medium" and attach it to the transaction request. Turn off Date/Time stamp.
5. Name pictures for easy identification. When submitting multiple items on a request (system limits 5), rename photos in the same way the items are listed by line item on the Transaction Request. Additional photos may be added to separate lines.
6. Designate folder(s) to store the pictures on your PC. This will help navigate to this folder to attach your photos to the Transaction Request.

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

9.3 Additional Information to Include with Transaction Request

For surplus 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
- Any kind of damage
- Engine type –how many 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
- VIN (Vehicle Identification Number)
- HIN (Hull Identification Number Boats)
- 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 a primary goal of Surplus. Frequently, assets that are no longer needed in one entity may still have useful life in another. The state saves not only through acquisition cost avoidance, 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 entity's standing, supports the economy as well as saves the entity time and other disposal costs. Redistribution options include **Intra-Agency Transfer**, **Inter-Agency Transfer (T)**, **Direct Negotiated Sale (DNS)** and **Vendor Return (V)**.

10.1 Intra-Agency Transfer

Intra-Agency Transfer occurs when property is moved between internal business units of the same entity. Before submitting a surplus property request, each entity should ensure that the property cannot be used by someone else in the entity, including other physical sites. If the property physically resides within the custodian entity, property that is being moved between internal business units **does not** require DOAS approval. Examples:

- Georgia Department of Corrections (GDC) moves property between facilities (the property remains within GDC)
- Atlanta Technical College moves property to Wiregrass 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.*

10.2 Inter-Agency Transfer

Inter-Agency Transfers occur when property is moved between state agencies or entities. Since the property is owned by the state, Transfers are conducted at no cost to either entity.

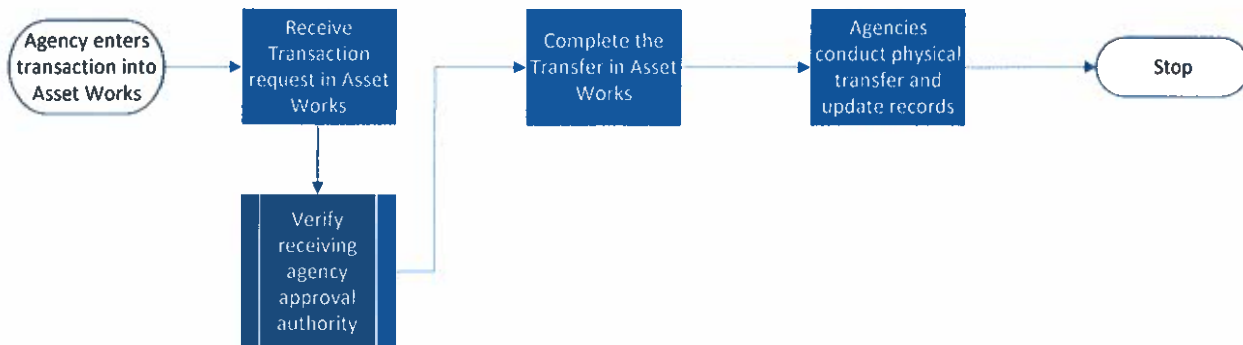
10.3 How to Complete a Surplus Inter-Agency Transfer- T (State to State)

1. Custodian entity enters the Transaction Request in Asset Works, selects Transfer under the Method.
2. Entity manager approves transaction.
3. Surplus virtually receives the request and verifies receiving entity eligibility.
4. Surplus completes the transfer in Asset Works.
5. Custodian entity completes the physical transfer.
6. Receiving entity adds asset to property inventory records.

7. Surplusing entity removes assets from property inventory records.

10.4 Diagram of Inter-Agency Transfer Process

Inter Agency Transfer Process



10.5 Direct Negotiated Sale (DNS) (State to Eligible Donee)

Direct Negotiated Sales are used for redistribution from a state entity directly to an eligible local government, or nonprofit. There is always a fee for a DNS. When discussing property with the receiving entity, do not promise “free” or “\$1.00” fee. Price and conditions are established by the Surplus Property Division who must approve the transaction, generate the invoice and collect the funds. Price is established by comparing market value, quantity, condition and may consider extenuating circumstances.

10.6 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 entity purposes; personal use is prohibited.
2. Only donee employees listed on the entity 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 sold, traded, loaned, cannibalized or destroyed without permission from Surplus Property Division.

The Surplus Property Division may conduct utilization visits any time during the restriction period. Donees found noncompliant may be required to return the property, forfeit the service

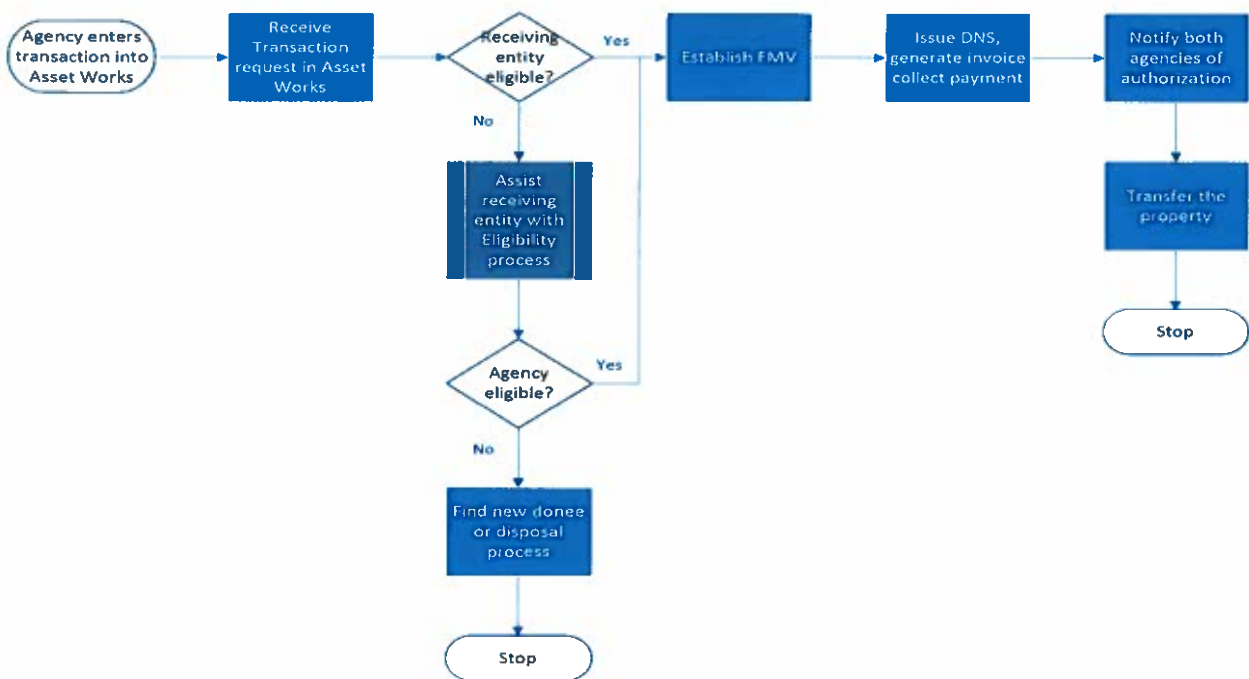
fee paid, and/or have accessorial fees assessed at the Department of Administrative Services' discretion.

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

1. Custodian entity enters the Transaction Request in Asset Works, selects DNS under the Method. Provides receiving entity contact information.
2. Entity manager approves transaction.
3. Surplus virtually receives the request, verifies receiving entity eligibility and establishes negotiated price.
4. Surplus will collect the service charge and issue a Bill of Sale.
5. Donee presents Bill of Sale and Custodian entity completes the physical transfer.
6. Custodian entity removes assets from property inventory records.

10.8 Direct Negotiated Sale Diagram

Direct Negotiated Sale (DNS) Process



10.9 Vendor Return (State to Vendor)

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. Requests for Vendor Return will not be approved by Surplus

without documented benefit to the state. For instance, the advantage can be a discount on the new material, cost avoidance on the removal/disposal of the old property, or a combination.

Examples of transactions are:

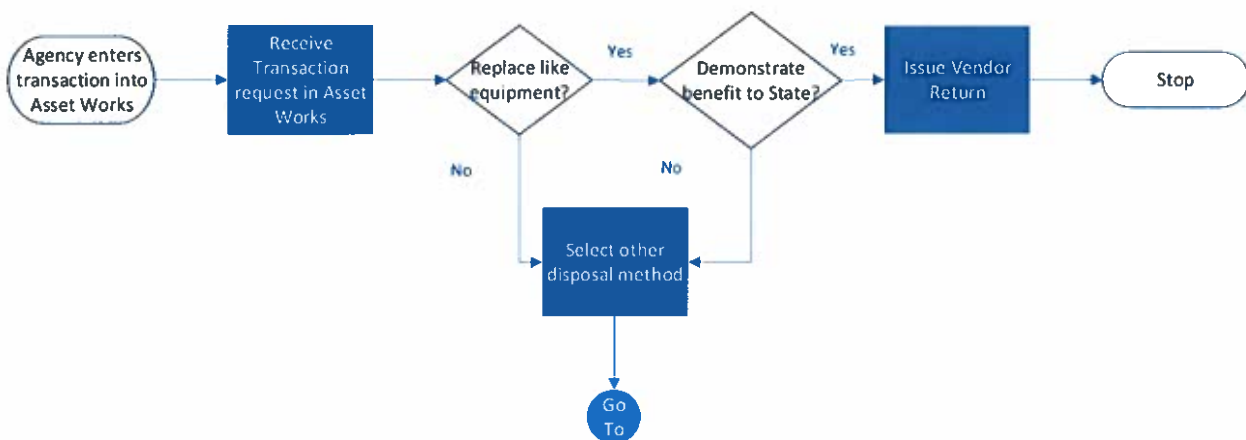
- IT/Computer replacement procurements (vendor agrees to remove old equipment)
- Capital equipment procurement (e.g. tractors)
- Building systems replacements (e.g. HVAC removal)
- “Totaled” vehicle damage where other party pays for liability
- Weapon upgrades

10.10 How to Complete a Surplus Vendor Return - V (Trade-in))

1. Custodian entity enters the Transaction Request in Asset Works, selects V under the method and enters the supplier contact information with supporting documentation describing the benefit(s).
2. Entity manager approves transaction.
3. Surplus virtually receives” the request, verifies receiving entity is authorized, request is appropriate for “new, like property”, and that provisions of agreement convey a benefit to the state.
4. Surplus will issue the authorization via email.
5. Custodian entity completes the physical transfer.
6. Custodian entity removes assets from property inventory records.

10.11 Diagram of Vendor Return/Trade-In Process

Vendor Return (V) Process



Chapter 11: Sales to the Public

Items that have not been redistributed or destroyed are normally offered via the internet to the public through either auction sale or fixed price.

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

11.1 Internet Auctions

Internet auction services are the preferred method for public sale of property because it is:

- Wide reaching, international audience promotes competition and generally higher prices.
- Fast, specific sales criteria can be programmed into the sale such as starting price, reserves or selling time.
- Different sites have niche markets allowing Surplus to better focus sales.

11.2 Considerations when dealing with public buyers:

- Ensure that the property is accounted for and available before the sale is posted.
- Inform Surplus of convenient inspection and pick-up days and times. Personnel must be available during these times.
- Inform Surplus of any pick-up restrictions or facilities so customers are prepared with the correct equipment (i.e. on 2nd floor, no elevator, have loading dock, etc.)
- Read the public sale Terms and Conditions (Appendix C) to better understand the agreement between the buyer and state. It is written to protect both parties.
- Do not discuss, promise, or guarantee condition, parts, pricing, etc. It is the buyers' responsibility to inspect the items.
- Do not release property to anyone without the signed bill of sale.
- Do not accept any form of payment.
- Contact Surplus if there are **any** issues with a customer. Once property is removed, Surplus has limited options to resolve any issues.

11.3 How to Complete an Internet Auction – IS (State to Public)

1. Custodian entity enters the Transaction Request in Asset Works, selects IS under the Method.
2. Entity manager approves transaction.
3. Surplus virtually receives the request, posts to appropriate auction site.
4. Surplus, answers customer questions, conducts the sale, contact winning bidder, collect payment, etc.
5. After submitting payment, winning buyers will be issued a Bill of Sale. They should contact the custodian to arrange a pick-up appointment. 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.**

6. Custodian entity completes the physical transfer.
7. Custodian entity removes assets from property inventory records.

11.4 "Retail" or Fixed Price Sales

Retail 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 to qualify for a retail sale.*

Any items with an expected return of \$50 or more should be offered through an Internet Sale, not Fixed Price. It is not intended to by-pass other disposal methods that generate higher returns or ensure equitable opportunity.

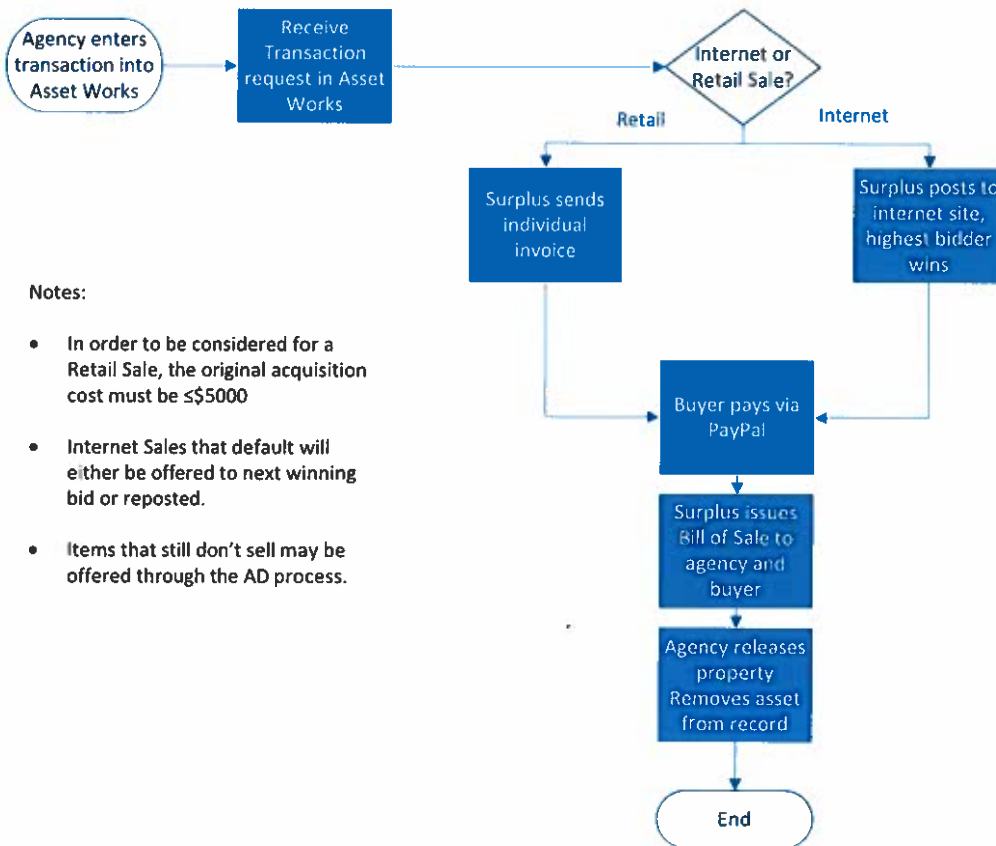
State employees may participate in retail sales, but the sales opportunities must be available to all employees.

11.5 How to Complete a Retail Sale – RS

1. Custodian entity enters the Transaction Request in Asset Works, selects RS under the Method. Provide buyer contact information under "Receiving Agency."
2. Entity manager approves transaction.
3. Surplus virtually receives" the request.
4. Surplus conducts the sale and sends buyer an invoice.
5. Buyer will pay through online payment portal and will be issued a Bill of Sale. Buyer 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.**
6. Custodian entity completes the physical transfer.
7. Custodian entity removes assets from property inventory records.

11.6 Diagram of Public Internet /Retail Sales Process

Public Sales Process

**Chapter 12: Disposal Authorization (Previously Destruction Authorization)**

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 Disposal (AD)** permits disposal options other than destruction. Issuing the AD is required **before** any property disposal.

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

12.1 Authorized Disposal Guidelines

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

2. When an entity 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. 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. The goal is to minimize the state's waste as much as possible.
4. DOAS has contracted with a vendor to dispose of electronics (see Section 3.Chapter 14: Electronics Disposal). The disposal of trash, scrap, or recycling (other than electronic) is an entity responsibility and as such, the entity bears any cost and collects any proceeds.
5. It is the entity's responsibility to complete the destruction/disposal as soon as practical after approval is given. For audit purposes, the completed affidavit must be retained according to records retention regulations.

12.2 How to Complete an Authorized Disposal/Destruction

1. Custodian entity enters the Transaction Request in Asset Works, selects AD under the Method.
2. Entity manager approves transaction.
3. Surplus virtually receives the request.
4. If approved, surplus will issue the AD number and notify the custodian by email.
5. Custodian entity disposes of the material through either
 - a. Witnessed on-site destruction
 - b. Removal by approved vendor (i.e. scrap metal)
6. Custodian entity completes the Affidavit of Disposal and files for inventory records.
7. Custodian entity removes assets from property inventory records.

12.3 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 entity may elect to contact a local nonprofit (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 entity.

Chapter 13: 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 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—supplier disposal and on-site disposal. Regardless of the disposal option selected, the entity will be responsible for:

- Ensuring the original **title and keys** are with the vehicle.
- Clearing any confidential vehicle with Department of Revenue.
- Removing all state markings (decals) and the license plate. (The entity may retain plate for a future vehicle or destroy/discard it.)
- Paying all transportation costs.
- Once disposed, remove the asset from custodian asset record.
- Entering one vehicle per Transaction Request in Asset Works.

***Note:** Redistribution to eligible entities is always the first option. If a state entity 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.*

13.1 Vehicle Accidents

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

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

13.2 How to Complete a Surplus Vehicle Transaction

The general process consists of the following steps:

1. Custodian entity enters the Transaction Request in Asset Works, selects T under the method. The listing must contain:
 - Vehicle Description (Make, Model, Year)
 - Vehicle Identification Number (VIN)
 - Mileage
 - General Condition (Excellent, Good, Fair, Poor)
 - Copy of front and back of **original** title as an attachment.
2. Entity manager approves transaction.
3. Surplus “receives” the request.
4. 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.
5. Office of Fleet Management (OFM) will move or remove the asset record in VITAL when a vehicle is transferred or sold
6. Entity releases the vehicle, title and keys to the new owner upon transfer to the donee or public buyer sale.
7. Custodian removes from entity inventory property records.

13.3 Vehicle Disposal – Supplier Option

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

- Vehicle is within 50-mile radius of vendor facility.
- 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. Entity Responsibilities

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

2. Supplier Responsibilities

- Inspect the vehicle and complete any required inspection form.
- Remove decals if entity has failed to (this will be billed back to the entity)
- Take required photos (See 13.6 for minimum requirements.)
- Make available for redistribution to eligible donees
- Sell to the public any vehicles not redistributed

13.4 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.
- Entity has other compelling reason not to transport to vendor.
- Have staff available for customer inspection at designated times.

Entity Responsibilities

1. Custodian entity enters the Transaction Request in Asset Works (one vehicle per Transaction Request), selects T under the method. The listing must contain:
 - Vehicle Description (Make, Model, Year)
 - Vehicle Identification Number (VIN)
 - Mileage
 - General Condition (Excellent, Good, Fair, Poor)
 - Completed [Vehicle Inspection Form](#)
 - [Market quality photos](#) of the vehicle (.jpg only)
 - A copy of the front and back of the title (*Note: The title must be in the custodian entity's name.*)
 - Original title must be available and transferred with the vehicle.
 - The purchaser's information and buyer's signature are 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 the information is provided. Incomplete requests will be voided*

2. Entity manager approves transaction.
3. Surplus "receives" the request.
4. Custodian verifies that the keys for the vehicle are available.
5. Custodian removes:
 - License plate
 - Entity 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.)
6. Once a bill of sale or paid invoice from Surplus is provided, the Custodian will:

1. Sign the title over to the buyer.
2. Give the keys to the customer.

The Bill of Sale will be the custodian's authorization to remove the vehicle from the inventory records. ***If someone other than the buyer listed on the Bill of Sale picks up a vehicle, they must have a Power of Attorney, executed by the buyer in addition to the Bill of Sale.***

<https://dor.georgia.gov/power-attorney-usage>

13.5 Completing the Title

1. The Custodian entity must print their entity'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 purchaser'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*. The purchaser must sign his own name on the Buyer's signature line.

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 ON OWNERS' FEES BE SUBJECT TO FINE OR 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 this vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on the application form and filed within 90 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described herein is junked or dismantled, the 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.

PURCHASER'S LEGAL NAME
 STREET OR PLAZA NO. **2**
 CITY STATE & ZIP CODE. COUNTY OF RE. DISTRICT. Any alteration in duplicate or date of sale will result in a \$10.00 Penalty Fee.

ODOMETER READING NO TENTHS TENTHS
 READ CAREFULLY BEFORE YOU CHECK A BOX
 1 The odometer reading stated is in excess of its mechanical limit.
 2 The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

THIS WARRANTY THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW.
 Transferor's (SELLER'S) Printed Name: _____
 Transferor's (SELLER'S) Signature: _____
 Transferee's (BUYER'S) Printed Name: _____
 Transferee's (BUYER'S) Signature: _____ **2**

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK.
THIS WARRANTY THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW.
 The above 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 Permit/ID Number or Dealer's Master Tag Number: _____ Unauthorized use may lead to prosecution. Registered Dealer's Name: _____

ODOMETER READING NO TENTHS TENTHS
 1 The odometer reading stated is in excess of its mechanical limit.
 2 The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY** Date of Sale/Transfer: ____/____/____

Transferor's (SELLER'S) Printed Name: _____
Transferor's (SELLER'S) Signature: _____
Transferee's (BUYER'S) Printed Name: _____
Transferee's (BUYER'S) Signature: _____

DEALER'S PERMIT/ID NUMBER OR DEALER'S MASTER TAG NUMBER: _____ **UNAUTHORIZED USE MAY LEAD TO PROSECUTION.** **REGISTERED DEALER'S NAME:** _____

THIS WARRANTY THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW.
 The above 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 Permit/ID Number or Dealer's Master Tag Number: _____ Unauthorized use may lead to prosecution. Registered Dealer's Name: _____

ODOMETER READING NO TENTHS TENTHS
 1 The odometer reading stated is in excess of its mechanical limit.
 2 The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY** Date of Sale/Transfer: ____/____/____

Transferor's (SELLER'S) Printed Name: _____
Transferor's (SELLER'S) Signature: _____
Transferee's (BUYER'S) Printed Name: _____
Transferee's (BUYER'S) Signature: _____

LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE
 The lien/security interest holder must be shown on the title application.
 THE LIEN/SECURITY INTEREST HOLDER'S NAME: _____
 THE LIEN/SECURITY INTEREST HOLDER'S ADDRESS: _____

NOTICE: ANY ALTERATION OR ERASURE Voids THIS TITLE.

13.6 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, contact your agency computer support for available photo editor options.
 - Picture format. The corresponding file extension is .jpg.
 - Picture file size. The maximum size of each picture is 1MB (generally, this is 600x400 pixels).
 - 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 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. **Required Views:** These are the *minimum* required views. Photos generate interest and bring better sales value. “More is better” when it comes to photos. Clean the vehicles of unnecessary trash prior to taking photos.
 - 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.
 - b. Take one interior picture with the driver’s side door open.
 - c. Take a picture of engine and any special items you may want to feature.
 - d. Any other damage must also be photographed.
 - e. Other Items – take as many views as necessary to accurately show the item.
 - i. Additional interior photos of the back of vans and pickups
 - ii. Ramps, hoists, or other specialized equipment.

Minimum On-Site Vehicle Photo Samples



Front Driver Side

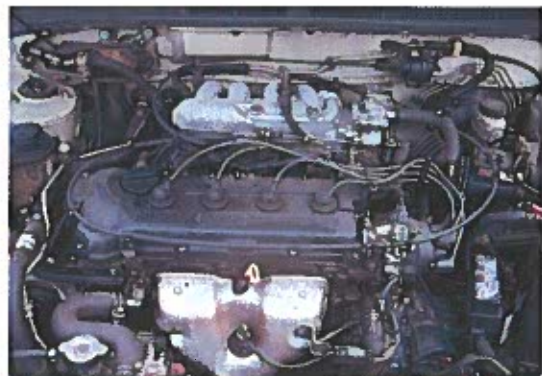


Rear Passenger Side

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



13.7 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

- Vehicle transfers between state entities are approved by DOAS Office of Fleet Management (OFM). See [Policy 10](#) for full instructions. Appendix A is referenced below.
- Law enforcement pursuit vehicles will not be transferred to any state entity, except where required by law. Local government law enforcement agencies will have priority for all pursuit vehicles.
- The service charge to local governments and nonprofits for vehicles and light-duty pickups 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 entities must submit a vehicle request to OFM for the vehicle on file and the hold will remain in place for as long as 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 usage 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 and the current market value. This price is not negotiable. If there are extenuating conditions, only Surplus may change the price.
- DOAS Surplus reserves the right to deny any transaction at its discretion.

Policy 10 - APPENDIX A - Vehicle Acquisition Matrix

The State of Georgia's fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts. To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases. Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB. (Jan 2019)

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) / < 500,000Miles (DIESEL)	Only Available < 800,000 Miles
Pre- 2005 15 Passenger Vans	X				
Ford Crown Victoria		X	X		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			X		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				X	
All Vehicles with a GVWR greater than 26,000 Pounds					X

- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
 1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
 2. Historical Vehicles Used for Display or Public Relations

Chapter 14: 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 not electronic.

14.1 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, principal among them are the Health Insurance Portability and Accountability Act (HIPAA) and Sarbanes-Oxley Act, both of which apply to state government operations.

Just as an entity would not send a file cabinet full of records to another entity for disposal, neither must electronic records leave an entity'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.

14.2 Environmental Considerations

Electronics contain heavy 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 the Surplus authorized disposal site for destruction. *Under no circumstance will state entities dispose of electronic components as refuse (trash, landfills, etc.) or by other than the DOAS contracted supplier.*

14.3 Electronic Equipment Disposal Authority

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

14.4 Electronic Disposal Options

1. Custodian entity enters the Transaction Request in Asset Works, selects ELC under the Method.
2. Entity manager approves transaction.
3. Surplus “receives” the request.
 - Transfer to another state entity:
 - Agencies may transfer equipment to other state entities without removing the data storage devices.
 - All data must be removed from any storage device.
 - Transfer requests in Asset works must be approved by the entity head or CIO. This approval is the entities’ certification that all data has been removed. Other documents from the entity head or CIO authorizing the transaction may be attached to Transaction Request.
 - All entity asset identification tags must be removed prior to transfer.
 - Direct Negotiated Sale (DNS):
 - 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 supplier for final disposition**
 - The state will not release electronic equipment that contains a data storage device to these customers.
 - DNS requests in Asset works must be approved by the entity head or CIO. This approval is the entities’ certification that all data has been removed. Other documents from the entity head or CIO authorizing the transaction may be attached to Transaction Request.
 - These devices must be transferred to the Surplus authorized disposal site for destruction.
 - All entity asset identification tags must be removed prior to transfer.
 - Vendor Return:
 - Many procurement contracts 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.
- Public sales requests in Asset works must be approved by the entity head or CIO. This approval is the entities' certification that all data has been removed. Other documents from the entity head or CIO authorizing the transaction may be attached to Transaction Request.
- All entity 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.
 - Transaction request 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.

14.5 Electronics Disposal Vendor

Surplus has 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 way data is unrecoverable. Essentially, all electronics are de-manufactured (shredded) to their base components (plastic, metal, glass, etc.) that are then recycled. Use of the DOAS contract is mandatory.

Entities may choose to deliver their electronics to the supplier or have them picked up.

Under the current agreement, the supplier will pick up all e-scrap with a minimum of 10 pieces (CPU, monitor, printer, keyboard, copier). Entities are not required to remove hard drives if this option is selected. Pick-up will occur within 15 business days from the date the entity is contacted by the supplier.

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

Chapter 15: Property Not Addressed by Surplus

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

15.1 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 entity's inventory. The entity Property Coordinator (PC) must report any property that is missing or stolen per your entity 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 entity'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 entity 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 Georgia Archives, [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.

15.2 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 entity's inventory, the actual disposal of materials in these classifications is the entity's responsibility. The entity bears any costs and retains 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 entity.

The materials include (but are not limited to):

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

The Georgia Department of Natural Resources, Environmental Protection Division is available to assist agencies in reducing their waste stream. Contact information can be found on their Web site: <https://epd.georgia.gov/> Please contact your local EPD office for disposal guidance.

15.3 Lost and Found

Due to the nature of state business including the use of state facilities by the public, students, employees, etc., items may accumulate that are stored in a lost and found area. Unfortunately, a significant amount of property stored in these areas goes unclaimed at state facilities. This property is not considered to be state property. Therefore, Surplus does not dispose of these items.

Each entity should develop its own policy for disposing of these lost and found items. DOAS recommends holding items for a specified period and posting notification of the period along with contact information in a conspicuous public place (i.e. bulletin board or web site). Unclaimed items remaining after the waiting period may be donated to nonprofit community service providers.

Chapter 16: Special Disposal Issues

16.1 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.

16.2 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 entity must ensure that, in addition to Georgia state requirements, the method of disposal complies with the host county laws/regulations.

16.3 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, or become so obsolete as to be worthless.

Agencies should make every effort to segregate books for disposal (as any other property) in a timely manner and by genre. Inventory with title, author and ISBN will greatly increase the value of the sale. Books 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.

16.4 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 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 (including designated Veteran Service Organizations)
4. Service Education Activities (federal DOD property only)
5. Small Business Administration (federal property only)

18.2 Eligibility to Receive Federal Surplus Property

Entity eligibility is determined on a case-by-case basis in accordance with federal law and regulations. Entities must complete the appropriate eligibility application process and must comply with the requirements of periodic updating to retain their eligibility.

Chapter 19: Acquiring Federal Surplus Property

Federal surplus property can be identified in several ways: eligible entities 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 entity redistributing property. Regardless of how federal surplus property is identified, the process to obtain the property is the same.

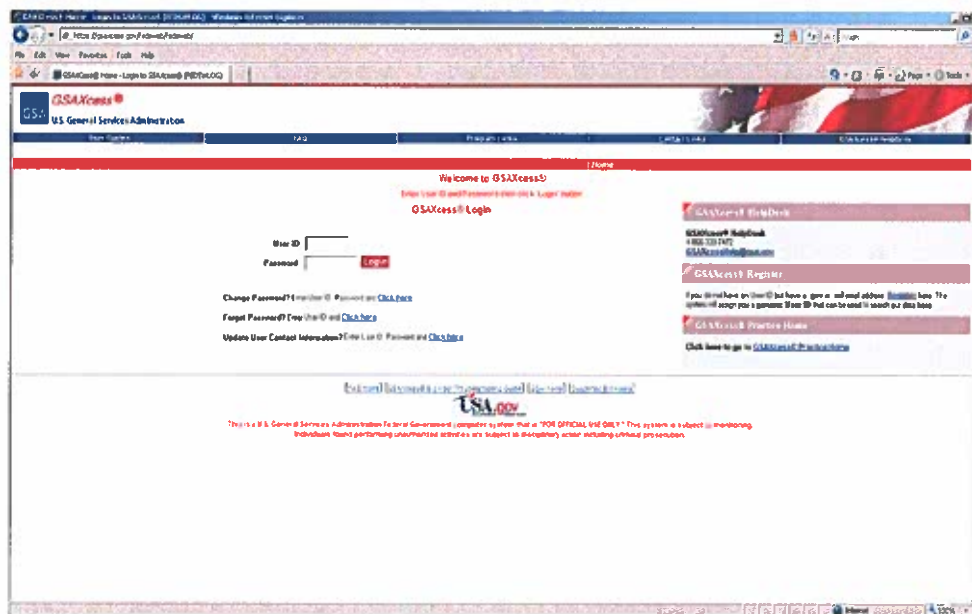
19.1 Considerations

1. No eligible entity 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 within the authorized timeframe or specified date.

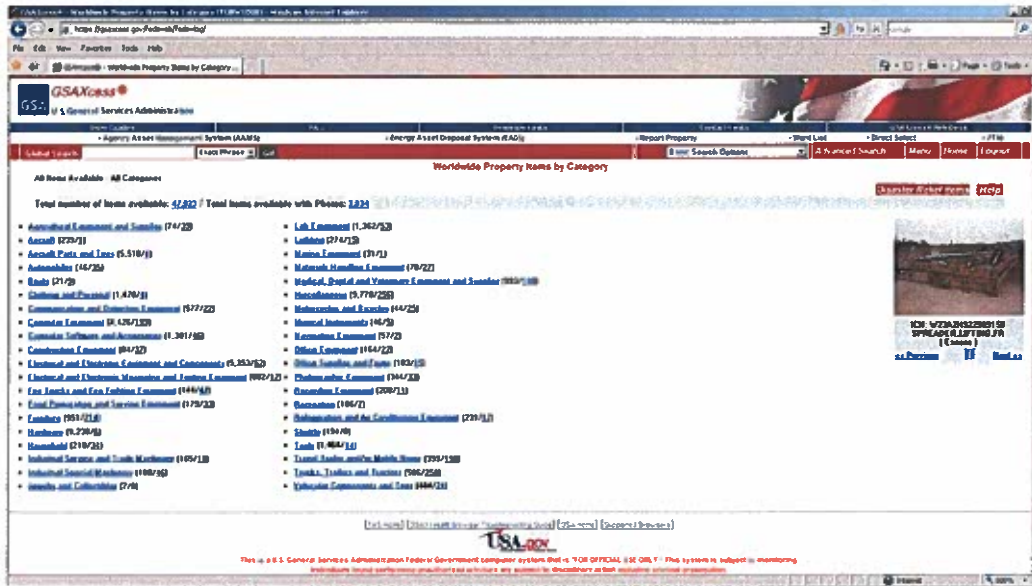
19.2 How to Obtain Federal Surplus Property

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>
 - GSAXcess requires unique user access codes. Please send the following information to DOASFedSur@doas.ga.gov :
 - First Name:
 - Last Name:
 - Phone Number:
 - Email Address:

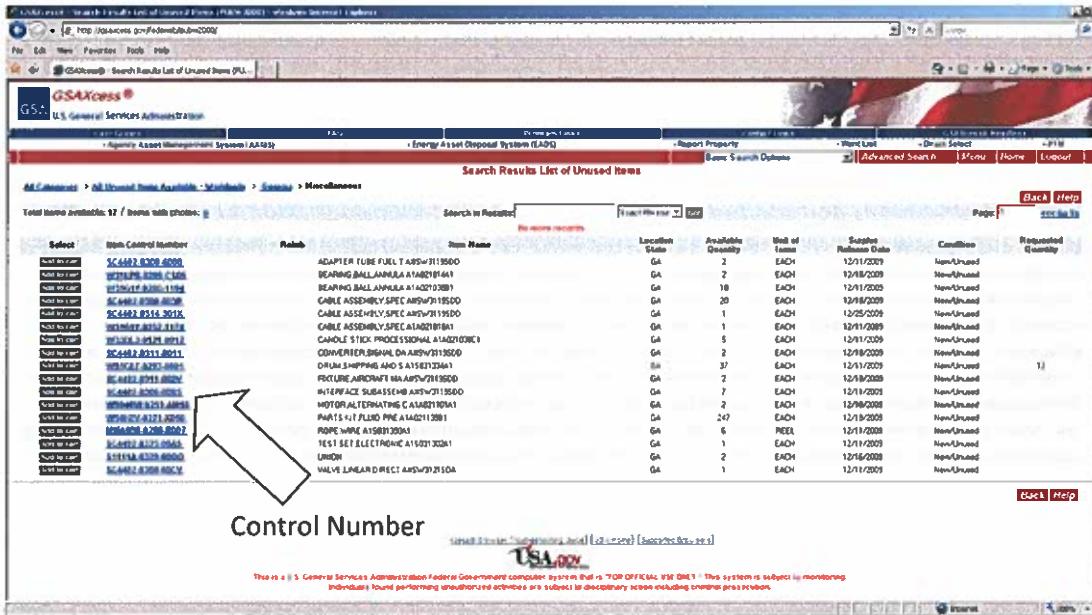
You will receive an e-mail from GSAXcess@gsa.gov containing your unique User ID and a temporary password. You will be prompted to change the temporary password during your initial log-in.



Main Search Screen:



Detailed Search Screen:



- Entity emails contact information and the control number and quantity of desired item(s) to DOASFedSur@doas.ga.gov with "Federal Property Request" in the subject line.
 - Make note of the location because the material must be picked up there.
- Surplus Staff submits a request to GSA where allocation decision is made.
- Surplus informs entity of GSA authorization decision.
 - If approved, DOAS provides a *Letter of Authorization to Remove Property* to the entity.
 - The entity 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 or exchange of state surplus property is 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

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

To ensure equitable distribution, DOAS Surplus reserves the right to limit the quantity of all property that an entity may acquire. The decision regarding “equitable and appropriate” is at Surplus’ discretion. 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:* Entity Credit Card (P-Card), Entity Purchase Order, Entity Check
- *Nonprofit agencies:* Entity Check, Entity 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

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 entity 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 entity property selectors.

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

Vehicle Inspection Form – Used to document a vehicle’s condition of in preparation for surplus status.

Downloadable forms are available on the [DOAS Surplus website](#).

Completing Affidavit of Disposal

Surplus Property Affidavit of Disposal

I, [redacted] do hereby certify that on [redacted] that the property listed on Disposal Authorization # [redacted].

(Check only one) was rendered totally unserviceable by destruction; was removed for destruction/disposal by [redacted]

Signed this [redacted] day of [redacted] Month, Year in [redacted] County, GA.

Signature: _____

Print Name: [redacted] Title: [redacted]

1

Destruction Affidavit

I, [redacted] do hereby certify that on [redacted] that the property listed on Disposal Authorization # [redacted].

(Check only one) was rendered totally unserviceable by destruction; was removed for destruction/disposal by [redacted]

Signed this [redacted] day of [redacted] Month, Year in [redacted] County, GA.

Signature: _____

Print Name: [redacted] Title: [redacted]

2

Witness Affidavit

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

Signed this [redacted] day of [redacted] Month, Year in [redacted] County, GA.

Signature: _____

Print Name: [redacted] Title: [redacted]

This Affidavit of Disposal must be attached to the corresponding Disposal Authorization. The completed affidavit must be retained by the custodial agency. See Georgia Archives https://www.georgiaarchives.org/records/state_government/ for the records retention schedule.

3

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



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

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.

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 surplusproperty@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 within 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 <input type="checkbox"/> missing or <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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.



→ → → → Surplus-Vehicle-Inspection-Form¶

Entity Information¶

Entity: ¶¶¶¶¶¶¶¶	Insp. By: ¶¶¶¶¶¶	Phone #: ¶¶¶¶¶¶
Inspection Days: Check all days available for inspection¶ <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri		Inspection Times: List all times available for inspection:¶ AM: From: ¶¶:¶¶ to ¶¶:¶¶ PM: From: ¶¶:¶¶ to ¶¶:¶¶
Agency has original title: <input type="checkbox"/> Yes (Original title must be available to process request, attach copy of both sides.)¶		
Agency has keys: <input type="checkbox"/> Yes (Agency may be charged for replacement keys.)¶		

Vehicle Information¶

VIN: ¶¶¶¶¶¶¶¶	Year: ¶¶¶¶	Make: ¶¶¶¶¶¶	Model: ¶¶¶¶¶¶
Mileage: ¶¶¶¶¶¶	Exterior Color: ¶¶¶¶¶¶	Interior Color: ¶¶¶¶¶¶	
Overall Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Comments: ¶¶¶¶¶¶			

Mechanical Information¶

Operating Condition: <input type="checkbox"/> Starts & Runs <input type="checkbox"/> Starts w/Boost <input type="checkbox"/> Is Drivable <input type="checkbox"/> Won't Start			
<input type="checkbox"/> Is NOT Drivable Why: ¶¶¶¶¶¶			
Known Mechanical Issues: ¶¶¶¶¶¶			
¶¶¶¶¶¶			
Engine: ¶¶¶¶¶¶	Cylinders: ¶¶	Fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> AFV¶	Transmission: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual # Gears: ¶¶
Check Installed Options: <input type="checkbox"/> Pwr Seats <input type="checkbox"/> Pwr Locks <input type="checkbox"/> Pwr Windows <input type="checkbox"/> Cruise Control <input type="checkbox"/> Police Package¶			
Air Bag: Single <input type="checkbox"/> Dual <input type="checkbox"/> Radio: <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> Cassette <input type="checkbox"/> AM/FM-CD¶ Other: ¶¶¶¶¶¶			

Exterior Condition ¶ Decals Removed: Yes No Must remove, Do not spray paint decals¶

Minor Body Damage: ¶¶¶¶¶¶
Scratches & Dents: <input type="checkbox"/> None visible <input type="checkbox"/> Minor: Where? ¶¶¶¶¶¶
<input type="checkbox"/> Major: Where? ¶¶¶¶¶¶
Major Body Damage: ¶¶¶¶¶¶
Windows: <input type="checkbox"/> No damaged glass <input type="checkbox"/> Broken/Cracked where? ¶¶¶¶¶¶
<input type="checkbox"/> Missing Glass where? ¶¶¶¶¶¶
Wheels: <input type="checkbox"/> Has all 4 <input type="checkbox"/> Missing how many? ¶¶¶¶
Hub Caps: <input type="checkbox"/> Has all 4 <input type="checkbox"/> Missing how many? ¶¶¶¶¶¶
Other: ¶¶¶¶¶¶

Interior Condition:¶

Minor Damage: ¶¶¶¶¶¶
Major Damage: ¶¶¶¶¶¶
Emergency/Specialized Equipment Removal: <input type="checkbox"/> N/A¶
<input type="checkbox"/> Has no exposed wires or holes
<input type="checkbox"/> Has exposed wires and holes <input type="checkbox"/> Interior <input type="checkbox"/> Exterior
Other: ¶¶¶¶¶¶

Photos List photo number, minimum of 4 required, show all damage and send as many photos as necessary¶

Front Driver Corner¶	Rear Pass. Corner¶	Interior¶	Motor¶	¶	¶
¶	¶	¶	¶	¶	¶

Surplus-Vehicle-Inspection-Form

→ Rev. 11/18¶

Instructions

This form is required for any on-site disposal request. All fields are required. Attach to Transaction Request in AW.

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 donee's 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 Buyer agrees that they have read, fully understand and accept all Terms and Conditions of Online Sales and, if the bid is accepted, agrees to pay for and remove the property by the dates and times specified.

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 that may not be immediately detectable. Any claim for misdescription 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 Seller 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. **Buyers are invited and strongly encouraged to physically inspect the offered property prior to bidding.** Buyers 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: Seller reserves the right to reject any and all bids and to withdraw from sale any of the items listed at any time.

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.

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 invoice issuance.***

- The winning Buyer will receive an invoice by e-mail of the final price, including applicable taxes, title fees, etc.
- Payments are accepted through PayPal or bank wire only. (Contact Seller for wire instructions.)
- Winning Buyer should not post payments via PayPal until they have been contacted by the Seller with the final amount.

- Once Seller has verified payment in full, the Buyer will be issued a Bill of Sale that must be presented at time of property removal.

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 to be held in escrow. 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 Buyer's Certificate, to comply with this requirement. If Buyer fails to comply with this requirement within the stated time frame, the Seller may declare Buyer in default, bar Buyer from further bidding. 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: Purchases will be released only upon receipt of payment as specified. All items must be removed within five (5) business days from the time and date of issuance of Bill of Sale.

- **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.
- **Successful Buyer is responsible for loading and removal** of any and all property awarded to them from the location indicated in the auction listing. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will the Seller or Georgia State Employees assume responsibility for packing, loading or shipping.
- **The Buyer is responsible for all damage to Seller's property** and facilities caused during the packing, loading and removal of items. If Seller's 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.
- **Property not removed within five (5) business days of the issuance of the Bill of Sale will be considered abandoned, buyer is declared in default, and ownership shall revert to the Seller.** The Seller will only refund according to the default provision. For additional information, contact Georgia State Surplus, office (404) 657-8544, Option #2– fax (404) 463-2912 or e-mail: Public.SurplusSales@doas.ga.gov

Personal and Property Risk: Persons attending during exhibition, inspection, 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 Buyer only. Seller will not issue replacement titles. If someone other than the Buyer listed on the Bill of Sale picks up a vehicle, in addition to the Bill of Sale they must have a

Power of Attorney, executed by the Buyer to remove a vehicle. <https://dor.georgia.gov/power-attorney-usage>

Default: Reasons for 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 or may not 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.

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 - 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.)

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 entity – An entity 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 entity 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 entity, 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 entity 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 entity 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.

Retail Sale – 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 to qualify for a BIN sale.

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

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 entity no longer requires.