



Surplus Property Transfer Instructions

- A. **PURPOSE:** State agency report of identified surplus property and disposal of property approval request to surplus administrator. If reporting a vehicle for surplus, form must also be approved by the state fleet manager.
- B. **VERSIONS:** There are two forms available:
- B.1. **001A**, to surplus all items except vehicles.
 - B.2. **001V**, to surplus vehicles only.
- C. **FORM SUBMITTAL PROCESS**
- C.1. Agency designates personnel authorized to surplus property on its behalf and submits a completed [DCAM-FORM-CP-001 Authorized Signature](#) to the state purchasing director to place the agency authorized surplus officer's name, title and signature on file with the division.
 - C.2. Submitting the Surplus Property Transfer Request:
 - C.2.1. Agency staff or agency authorized surplus officer completes the [Surplus Property Transfer form](#).
 - C.2.2. ONLY the agency authorized surplus officer is allowed to check the required authorization areas and submit Surplus Property Transfer to OMES. Form is to be emailed **ONLY**; email address is provided on the form.
 - C.3. Property Transfer Approval:
 - C.3.1. **Surplus administrator** – approves all property transfer requests except vehicles.
 - C.3.2. **Fleet manager and surplus administrator** – approve vehicle transfer requests (send to fleet manager first.)
 - C.3.3. Surplus administrator or fleet manager replies to the agency authorized surplus officer, attaching the file after its content has been approved or denied.
 - C.4. Surplus personnel schedules delivery or pick up of approved surplus property. The surplus administrator may send a surplus property agent to the location of the property to evaluate its condition for disposal or sale.
- D. **FORM NAVIGATION:**
- D.1. **Data Entry Sheets:** Document consist of two sheets: FORM and LIST (located at bottom left of screen).



- D.1.1. Sheet FORM – identifies the surplus agency, requires justification for property transfer and recommendation of property disposal method.
 - D.1.1.1. Agency – drop-down box with names of all state agencies carrying an agency number (e.g., OMES, 090), and generic identification for City Government, County Government and School District. Selecting OTHER requires providing details under Div./Dept. and/or City/County.
 - D.1.1.2. Div./Dept. – division or department of an Agency, or state agency without a number.
 - D.1.1.3. Authorized Officer – form shall only be submitted by an authorized surplus officer whose signature has been filed by the agency with OMES Central Purchasing. An agency may designate an authorized surplus officer by completing [DCAM-FORM-CP-001](#) and submitting it to OMES Central Purchasing.
- D.1.2. Sheet LIST – requires specific information entered to identify property(ies) for asset management and surplus purposes.
 - D.1.2.1. Description and/or Make of Item – provide number of same items in one cell, i.e., 30 x blue plastic chair; 5 x Dell 15" flat screen black monitors. NOTE: Items have to be in same condition in order to be listed together.
 - D.1.2.2. Serial # – on form 001V, type 17 characters of Vehicle Identification Number (VIN).

D.1.2.3. Category

- D.1.2.3.1. Authorized surplus officer of the agency is required to classify surplus property.
- D.1.2.3.2. Form 001A – drop-down box provides 26 Category options to select from. Columns J through L provide descriptions of how PeopleSoft/Oracle commodity classes correspond to the 26 categories.
- D.1.2.3.3. Form 001V – automatically enters Vehicles when corresponding field under Description and/or Make of Item is entered.
- D.1.2.3.4. Additional information can be found on the [OMES State Inventory of Assets](#) webpage.

D.1.2.4. ID# or Tag – asset management code assigned to the property by the agency inventory control officer.

D.1.2.5. Value – current estimated value; if current value is unknown, enter original purchase price or zero.

D.1.2.6. Condition – excellent, good, fair, damaged, needs parts, unknown.

D.1.2.7. Mileage – vehicle current odometer reading (applicable to Form 001V only).

D.2. Security: Data entry fields and check boxes are available for editing, all other cells are locked.