Title: Disposal or Surplus of Equipment  
Date Created:  

Functional Area: Fixed Asset Mgmt/Property Ctrl  
Last Updated: 13 April 2009  

Purpose: To provide governing policy and procedures for disposing of equipment via transfer, destruction, or surplus to DOAS  

Documents (Info) Needed:  

Primary Position Responsible:  

Reviewed By <or> Reviewed By:  

Process Frequency:  

Prerequisite Process:  

Subsequent Process:  

POLICY:  

In accordance with the University System of Georgia Board of Regents Business Procedures Manual (BPM), 11.7.5, Savannah State University transfers surplus property to another institution as detailed in Section 11.7.3 of the BPM, transfers surplus property to another state agency as detailed in section 11.7.2, and follows the DOAS Surplus Disposal Guide for the procedures and forms used to sell surplus property, turn in surplus property to DOAS distribution centers, and destroy valueless surplus property.

1. Transfer the surplus property to another institution.
   a. Equipment may be transferred from one institution to another institution or from one Institution to another state agency. The procedures for accomplishing the transfer are detailed in the following sections.
   b. For transfer between institutions of the University System of Georgia, no approval is required from the Department of Administrative Services. Adequate documentation should be maintained by both institutions’ property control coordinators to allow tracking of the item(s) transferred.
   c. The item(s) may be removed from the inventory, and the accounting ledger balances if appropriate, by the transferring institution, with corresponding additions being made by the receiving institution.

2. Transfer the surplus property to another state agency.
   a. For transfer between an institution of the University System of Georgia and another state agency, the policies of the Department of Administrative Services must be followed. Consult the latest version of the “Surplus Property Disposal Guide” published by the Department of Administrative Services for forms and procedures.
   b. Generally, a Transfer Form and Invoice must be completed, the institution’s property control coordinator must contact DOAS Surplus & Supply to obtain a transaction number, the transaction number must be entered on the form, and then the transfer may be accomplished. The original copy of the Transfer Form and Invoice must be sent to the DOAS Surplus & Supply office. The institutional copy of the form with the transaction number becomes the
authorization to delete the item from inventory and adjust accounting balances as required.

**PROCEDURE:**

**Definition of Surplus Property**

Surplus property is any item that is non-consumable and non-expendable that is no longer needed by the owning department. This does not include real estate or hazardous materials. Hazardous materials are defined as any property regulated by the state and federal Environmental Protection Agencies. The property control is not authorized to handle or dispose of any regulated hazardous materials. Hazardous material or property containing such material will not be accepted at the warehouse.

**Responsibilities Associated with Surplus Property**

Regardless of the method of acquisition, once property title transfers to the university, it becomes Savannah State University property. There is no mechanism with the surplus property law that allows for the transfer of state property out of the state of Georgia. Property Control is responsible for the oversight and disposal of all SSU equipment and surplus property. Property Control disposes of property by redistribution to campus departments, state agencies, local governments and eligible non-profits organizations in accordance with the Georgia Department of Administrative Services (DOAS) guidelines.

**How Property is declared Surplus**

The declaration of surplus property must be made by the owning department’s Property Coordinator on a Surplus Form, Surplus Transfer Request Form. The Surplus Transfer Form must contain all items to be sent to surplus. Asset items (Valued at $3,000 or greater at time of purchase) must be listed separately and identified by asset id, serial number and description. Non asset items can be grouped by Item, Make, and Model requiring only the quantity to be annotated. The condition must be noted on all items.

The warehouse will not accept unidentified equipment. All property must be accounted for. Please ensure the Surplus Transfer Request Forms are complete and accurate for the property being surplused. The Transfer Form must match the moving crew pick-up (No Exceptions). Miss-matched loads or incomplete property count(s) will result in property being denied.

**Preparing Equipment for Surplus**

It is in the best interest of SSU and the state that all equipment and components remain in commerce. Regardless of condition, all reasonable effort will be made to redistribute
equipment to be utilized for its original purpose. Departments should make reasonable effort not to cause equipment to become scrap by removing components. Since the goal is for equipment to remain in commerce, removing components significantly reduces the resale value and return for SSU. All power cords and instruction manuals must be transferred with the equipment if possible.

**Turning in Vehicles for Surplus**

When turning in vehicles, it is the responsibility of the department to remove all decals, lettering and license plates. All efforts should be taken to ensure the vehicle surface is not defaced during this removal process. Ignition and trunk keys must accompany the vehicle regardless of vehicle condition. Missing keys will be made at the releasing department’s expense. All personal and agency property should be removed from vehicles prior to turn-in. If the vehicle in inoperable and requires towing, the towing charge will be billed to the department.

**Requesting transfer of equipment to Surplus Operations**

The Surplus Transfer Request Form is to be faxed to Property Control. Please allow up to 10 (Ten) working days for removal.

**Completion of the Surplus Transfer Request Form**

The accuracy of the Surplus Transfer Request Form is extremely important to the timely processing of your surplus property. The Surplus Transfer Request Form is available online at [http://www.savannahstate.edu/fa/Comptroller/forms.htm](http://www.savannahstate.edu/fa/Comptroller/forms.htm). Step-by-step instructions for the completion of the Surplus Transfer Request Form are listed below:

1. **Date of Request** – Initial date of request.
2. **From** – Complete name, address, and contact information of releasing department.
3. **Dept** – Department requesting surplus of item
4. **Quantity** – Quantity of each line item listed.
5. **SSU Tag#** - All assets must be listed separately.
6. **Serial Number** – Only if item is an asset.
7. **Description** – Complete description of the surplus item(s) including item, make, and model.
8. **Condition** – Present condition of the surplus item using the following criteria:
   - **GOOD (1)** – functionally operational
   - **FAIR (2)** – limited repairs necessary
   - **POOR (3)** – major repairs necessary
   - **SCRAP (4)** – item has no value except for basic material content
9. **Remarks** – Self explanatory (Must be included on a separate sheet and attached to the form).
Vendor Trade-Ins

There are times when a vendor will offer a financial incentive towards for trading **like items** being upgraded, purchased, or when an insurance company settles a vehicle claim and retains the vehicle. A vendor number must be requested and assigned to this transaction. DOAS is the approving authority for a vendor transactions and approval must be obtained prior to the equipment being transferred to the vendor. Once approval is granted, the transaction must take place within 14 working days or otherwise the transaction is voided. To request authorization, please complete a Surplus Form, Vendor Trade-In Authorization Request Form

Surplus Property, general rules and procedures:

1. Property custodian must complete the SSU Property Transfer to Surplus form.
2. Submit the completed form to your Building Director
3. The Building Director will contact Property Control to initiate the surplus process
4. Property Control Personnel will come and photograph equipment items
5. The Property Transfer to Surplus form, along with images, will be forwarded to DOAS
6. Item information will be posted for bidding by DOAS
7. Once the DOAS process is complete, the items will be picked up by Property Control and moved to a central location for immediate pick-up by DOAS vendor (either for scrapping or for transfer to bid winner)
8. Note: The property shall remain in the custody of department until the DOAS process has been completed.

Note: This process should occur as often as needed.

Note: State Property (equipment items) should not be disposed of by throwing in a garbage container at any time. The University is responsible for accounting for state purchased property and must maintain an accurate record of all purchases of equipment. Thus, University personnel found not adhering to this policy and procedures will be subject to disciplinary actions.

No item purchased with Savannah State University funds can be sold to an individual, company, or private organization except through public auction by the Surplus Property Unit of the Department of Administrative Services. For further information on the Georgia DOAS, you can visit their web site at [www.DOAS.ga.gov](http://www.DOAS.ga.gov).

Receiving Surplus Property from DOAS Distribution Centers

University department representatives may also receive state surplus property at no cost, except for items marked funded and all surplus federal property. The DOAS Surplus and
Supply Section lists selected items on the Surplus web site at http://surplusproperty.doas.georgia.gov. Transporting of selected items is the responsibility of the receiving department and the department must notify the SSU Property Control Department of any cost transactions.

Disposal of Electronic Equipment

Savannah State University shall manage, protect, secure and control sensitive electronic information which may be found on surplused computers. The following components require all data and programs removed prior to surplus:

- Computers (CPU) (includes desktop, laptop server)
- External data storage/back-up devices
- PDAs
- Copiers that have data storage capability

Procedures for Disposing of Electronic Equipment

To ensure that data is properly erased from electronic equipment prior to surplus, which is a prerequisite to disposal and/or surplus of electronic equipment, electronic equipment should be forwarded to Computer Services.

Once the equipment is prepared for transfer, the equipment must be released by the Department Property Coordinator. The signature on The Surplus Transfer Request Form certifies the asset information is correct and all software and data has been removed.

Last Updated: Monday, April 13, 2009