



Surplus Property Disposal Guidelines

I. Purpose

To provide end-of-life guidelines for the disposal or destruction of the technology assets of the University

II. Policy

The purpose of the Surplus PC Criteria Standard is to assist agencies in determining whether a PC should be: (i) salvaged through the Department of Administrative Services (DOAS); (ii) redistributed within state government; or, (iii) sold as-is.

III. Scope

This policy applies to all agencies of the State of Georgia as that term is defined in O.C.G.A. § 50-25-1 *et seq.* that are subject to the Department of Administrative Services' (DOAS) surplus property statute (see O.C.G.A. § 50-5-140 *et seq.*). Albany State University is among the affected State agencies.

IV. Definition of Terms

Donee—A state agency, local government and their municipalities, and eligible non-profit agencies.

Operating Systems—Computer programs that are loaded internally on the hard drive, which allows the computer to operate other programs such as Microsoft Word, Excel, and PowerPoint. Common operating systems are: Disk Operating Systems (DOS) and Microsoft Windows.

Peripheral—An auxiliary device, such as a printer or plotter, that works in conjunction with a computer.

Surplus—Any item that is non-consumable and non-expendable that is no longer needed by the owning agency

Valueless Surplus Property—State surplus personal property that has no reutilization or resale value.

V. Policy

A. General

All institutions within the University System of Georgia must conduct a mandatory physical equipment inventory annually. The results of this inventory will be updated into the equipment inventory systems utilized by the institution to determine offices and departments of technological need in conjunction with the Asset Management Policy and Workstation Standards Guidelines.

B. Determination of Surplus Property

- i. All divisions of Albany State University use Microsoft Windows as the de facto standard operating system. As of April 2007, the oldest version of Microsoft Windows being supported by Microsoft is Windows XP Professional.
- ii. The determination of surplus property shall begin with an examination of the physical equipment inventory audit and the workstation audit report from Track-IT©. The Office of Information



Technology shall determine which computers are the oldest, least upgradeable computers on the campus network and single them for possible surplus.

- iii. The affected software will be deemed redistributable if it meets the following criteria:
 1. PC is in working condition; **AND**
 2. PC is at a hardware level capable of running a typical agency workload (e.g. supported operating system, office productivity software suite, and other business specific software applications).
- iv. The Office of Information Technology will send a copy of the Possible Surplus audit to each individually affected division or department and request that they determine if they wish to keep the item or give it to surplus. Once each division or department determines how they wish to handle the surplus items in their area, the workstation will be sent to IT for further deliberation.

C. Disposal of Surplus Property

There are several options for disposing of state surplus property. Regardless of the method used for property disposal, prior approval and a transaction number ("T" number, "R" number, "V" number, etc) must be obtained from the State Surplus and Supply Section. When disposing of property using a contract, the bid number is used as the transaction number. The authorized methods for disposal of state surplus personal property are as follows:

- i. **On-Site Disposal** – On-site disposal is the process of disposing of property at the originating location thereby avoiding the transportation of items to one of the distribution centers. This option for disposal includes Direct Transfers, Fax Bids, Sealed Bids, Internet Sales, and Public Auctions. Telephone bids will no longer be used.
 - o Public auctions are normally held at the three distribution centers, however in special cases, an agency may request that an on-site public auction be conducted rather than transporting the auction items to the distribution centers. Authorization for on-site public auctions may be justified in cases when the quantity and value of property justifies the cost of an on-site sale or the nature of the property is such that it would not be cost effective to transport. If an on-site auction is approved the agency's auction location must have adequate facilities including restrooms, parking area and personnel to assist in conducting the sale. The Surplus and Supply Section must approve on-site auctions.
- ii. **Turn-in to Surplus Distribution Centers** – this method of disposal is used to turn-in usable property to one of the three



Surplus Distribution Centers. A receiving number (or "R#") is assigned to this transaction.

- iii. **Direct Negotiated Sale** – this method is used when a state agency transfers surplus property to eligible governments of county, city and eligible non-profit agencies. An Atlanta Negotiated Sale Number or an "ANS#" is assigned to this transaction.

D. Destruction of Valueless Surplus Property

Surplus Personal Property may be destroyed if it is deemed to have no value (valueless) or if it has no reutilization value. All central processing units (CPU), monitors and computer peripherals must be identified on the Property Transfer and Invoice Form. All software, except operating systems, must be erased prior to turn-in to Surplus and Supply. All software not in its original package and sealed will be disposed of by using on-site disposal methods.

- i. This is the last resort for property disposal and should be used only after all other disposal methods have been considered. The guidelines for disposing of technology in this manner are located in Appendix B.
- ii. Albany State will advise DOAS on the condition and specifications of the PCs that will be destroyed.
- iii. Albany State is responsible for removing all sensitive data from the PC and ensuring compliance with United States copyright laws and applicable software licensing restrictions when salvaging PCs.
 - A. A second party must witness authorized destruction of property. The destruction procedures are as follows:
 - B. Contact the Surplus and Supply Administrative Section (404-756-4801) for a transaction number.
 - C. Complete a Destruction Affidavit (Appendix B).
 - D. Complete a Property Transfer and Invoice Form (Appendix A).
 - E. Destroy the property utilizing an appropriate method of destruction rendering it totally unserviceable.
 - F. Forward a copy of the completed Destruction Affidavit and Property Transfer and Invoice Form to the Surplus and Supply Section.



Georgia Department of Administrative Services
 Support Services Division
 Surplus and Supply
 1050 Murphy Avenue SW, Bldg. 12
 Atlanta, GA 30310

Property Transfer and Invoice Form

Date: _____ 20 _____

Appendix A

Transferred From:	Transferred To:	DOAS Use: Transaction # _____
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Action Requested: Transfer Surplus Destruction S/B T/B

LINE	Quantity	DESCRIPTION (Model, Serial #, Inventory #, Etc.)	CONDITION G – Good F- Fair P- Poor	Funding Information	Final Disposition
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DOAS Representative	Agency Property Coordinator:	Received By:
Signature	Signature	Signature
Title:	Title:	Title:
Date:	Date:	Date:

Transferring agency must prepare this form and fax to appropriate Receiving agency prior to actual transfer.

Property Coordinator's signature certifies that ORIGINAL asset funding is accurate and that all software and data have been removed from all computers prior to their transfer.

"I hereby declare that the item(s) purchased through the Surplus Property Section, DOAS, shall not be resold within one (1) year of such transfer without the written consent of the Surplus Property Section, and the Surplus Property Section shall have the right which shall be exercised at their discretion, to supervise the resale of such property at public outcry to the highest responsible bidder is such property is within one (1) year after such transfer. All proceeds derived from that sale of such transferred item will revert to the State of Georgia through the Surplus Property Section."

Appendix B

AFFIDAVIT OF DESTRUCTION FOR SURPLUS PROPERTY

I, _____ of _____,
(Department / Agency)

do hereby certify that on _____ at _____
(Date) (Location)

that the property listed on the attached Property Transfer and Invoice Form was rendered totally
unserviceable by destruction.

Signed this _____ day of _____ 20_____, in _____, GA
(Day) (Month) (Year) (County)

NAME: _____

TITLE: _____

Sworn to and subscribed to before me this _____ day of _____, 20_____
(Day) (Month) (Year)

in _____, _____, Georgia.
(City) (County)

(Signature of Witness)

Transaction #



Appendix C

Guidelines for Filing the Property Transfer and Invoice Form

The accuracy of the Property Transfer and Invoice Form is extremely important to the timely processing of your surplus personal property. The Property Transfer and Invoice Form is available as an Appendix to this guide (Appendix A), on the DOAS web site (www.doas.state.ga.us). Step-by-step instructions for the completion of the Property Transfer and Invoice Form are listed below:

- E. **Transferred From** - Complete name, address and phone number of owning agency.
- F. **Transferred To** - Complete name, address and phone number of receiving agency.
- G. **Quantity** - Quantity of each line item listed.
- H. **Description** - Complete description of the surplus item including make, model, serial number, inventory number, etc.
- I. **Condition** - Present condition of the surplus item using the following criteria:
 - iv. **GOOD** - functionally operational.
 - v. **FAIR** - limited repairs necessary.
 - vi. **POOR** - major repairs necessary.
 - vii. **SCRAP** - item has no value except for basic material content.
- J. **Funding Information** – Property is listed as Funded or Not Funded. The definition of each is listed below. The response in this column determines the final disposition of funds when an item is sold. Select the proper funding classification of each line item and enter that information in one of the following columns:
 - i. **NONE** - Use this term when an item is Not Funded. Not Funded property is generally property that was originally purchased with appropriated funds. It is not property that was purchased with reimbursable funds such as federal funds or fuel tax funds. If your property is not funded, leave the space in the funded column blank or write the word “NONE”.
 - ii. **FUNDED** - use this term when an item is Funded. Funded property is property that was originally purchased with federal funds or restricted funds, such as Title III funds. Your agency determines the current dollar value for each item listed as funded. This value is usually an estimate of the depreciated salvage value for that item, not the original acquisition cost. If an item was originally purchased with multi-source funds, indicate the percentage funded. For example, your agency purchased an item for \$1,000, with \$300 coming from federal funds and \$700 coming from appropriated funds. The item is now 5 years old and has an estimated salvage value of \$250, you would indicate in the FUNDED column the following: \$250 (30%). The \$250 indicates the current value of the item, while the 30% indicates the percent funded with federal or



non-appropriated funds. If requested, your agency must provide documentation validating the funding status.

- K. **Final Disposition** – Leave this blank.
- L. **Approved By** - Reserved for the signature of Surplus and Supply Section personnel only.
- M. **Released By** – This space requires the date, signature and title of an individual who is authorized as a Selector by the owning agency releasing the item(s) for surplus. Each agency is responsible for providing a current and up-to-date Selector List to Surplus and Supply. An authorized official from the owning agency may designate a Temporary Selector.
- N. **Received By** – This space has the same requirements as listed above; however, this individual is receiving surplus property instead of releasing surplus property.

Taken directly from “Surplus Property Disposal Guide” by the Department of Administrative Services