



Instructions (you must follow this process):

1. Save and email the completed form to [state.surplus@omes.ok.gov](mailto:state.surplus@omes.ok.gov).
2. OMES staff will review the request and email this form back indicating a decision (approved or denied).
3. Agency must call State Surplus at 405-525-2354 for disposal/delivery of all property approved for surplus.
4. Items will be verified against the approved form by the OMES warehouse personnel at time of delivery.
5. Any proceeds received by OMES for disposal of property will be handled in accordance with 74 O.S. § 62.

### GENERAL INFORMATION

Agency name		Division/department		Date
Authorized officer	Auth. officer email	Contact name	Contact email	
Item address				County

- ☐ **Required:** By checking this box, you certify that your signature is on file with OMES Central Purchasing as an employee of the agency named herein and authorized to surplus items for the agency.

### PROPERTY TRANSFER REQUEST INFORMATION

**Agencies may not dispose of surplus property without prior approval of OMES.** It is the responsibility of the surplus agency to: (1) delete these items from its inventory and notify OMES Risk Management, if applicable, for deletion from insurance coverage; and (2) maintain surplus records in accordance with 74 O.S. §§ 62.1 et seq.

1. The property listed on the following page(s) is surplus to the needs of this agency for the following reason(s) (check all that apply):
  - ☐ No longer needed to perform the duties of the agency.
  - ☐ Broken and cost to repair is not economical.
  - ☐ Obsolete and not compatible with newer equipment.
  - ☐ Other (explain):
2. Approval is requested for the following disposition of this surplus property (check recommended disposition):
  - ☐ Sell in online auction.
  - ☐ Sell for scrap metal.
  - ☐ Transfer to:
  - ☐ Trade-in.
  - ☐ Disposal by OMES State Surplus with no remuneration to this agency.
  - ☐ Disposal by other means deemed to be in the best interest of the state (explain):
3. Special surplus designation for computers:
  - ☐ Wipe hard drive and sell or donate to qualified program.
  - ☐ Destroy hard drive due to personally identifiable information/sensitive data previously stored on PC (e.g., SSN, DL#, DOB).

### FEDERAL GRANT/FUNDING INFORMATION

Was any portion of the purchase or acquisition of this property funded through a federal grant or other federal assistance program?  
☐ Yes ☐ No

If Yes, complete the following:

Grant title/program name	Grant number or CFDA number
Federal agency	Percentage of federal funding

### CERTIFICATION (OMES STAFF ONLY)

OMES Surplus administrator: ☐ Approved ☐ Denied Date:

Comments: