



- A. PURPOSE:** State agency report of identified surplus property and disposal of property approval request to surplus administrator.
- B. VERSIONS:** There are **three** forms available:
- B.1. 001A, to surplus all items except vehicles (001V) & trailers (001T).**
- C. FORM SUBMITTAL PROCESS**
- C.1.** Agency designates personnel authorized to surplus property on its behalf and submits a completed [OMES 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 form:
- 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.** Surplus administrator 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:** Form 001A consist of two pages: FORM and LIST.
- D.1.1.** FORM – identifies the agency with the surplus items, 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 [OMES Form CP 001](#) and submitting it to OMES Central Purchasing.
- D.1.2.** 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 must be in same condition in order to be listed together.
- D.1.2.2.** Category
- D.1.2.2.1.** Authorized surplus officer of the agency is required to classify surplus property.
- D.1.2.3.** Asset # – asset management code assigned to the property by the agency inventory control officer.
- D.1.2.4.** Value – current estimated value; if current value is unknown, enter original purchase price or zero.
- D.1.2.5.** Condition – excellent, good, fair, damaged, needs parts, unknown