



STATE OF INDIANA

Department of Administration

STATE-OWNED SURPLUS PROPERTY PROCEDURE INSTRUCTIONS

Effective: 06-01-14

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INTRODUCTION

IDOA State Surplus receives state-owned surplus property from all over the State. The property is then redistributed to State Agencies or sold to local units of government and the public. The procedures outlined in this document serve as the guidelines for obtaining and disposing of state-owned surplus property.

IDOA, Vehicle Administration (Fleet Services) receives state-owned surplus motor vehicles and is the approving authority to sale and transfer these vehicles.

If followed correctly, both processes can be simple and cost efficient.

AUTHORIZATION

According to *IC 5-22-21*, State Surplus is the agency authorized by the IDOA Commissioner to approve the disposition of state-owned surplus property; and,

According to the *Indiana Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, IV. Summary of Agency Responsibilities, Chapter 8, Capital Asset Accounting*, State Surplus is the agency authorized by State Board of Accounts to approve the disposition of state-owned surplus property and Vehicle Administration (Fleet Services) is the agency authorized by State Board of Accounts to approve the disposition of state-owned motor vehicles.

The owning agency is responsible for their surplus property. This includes, but is not limited to, obtaining disposition approval, transfer, and disposal.

Before proceeding with any disposition, you must first obtain authorization from State Surplus or Vehicle Administration (Fleet Services). To obtain this authorization you must complete State Form 13812, "[Notification of Surplus State-Owned Property](https://www.in.gov/idoa/state-resource-management/state-and-federal-surplus/general-surplus-information/)." This form is available on our website at <https://www.in.gov/idoa/state-resource-management/state-and-federal-surplus/general-surplus-information/>

Only the Disposition Agent or approved Back-up Disposition Agent is authorized to sign the SF 13812.

AUTHORIZATION (cont.)

Mail or deliver the form, along with other requirements when applicable, to:

State Surplus at 601 W. McCarty Street, Suite 100, Indianapolis, Indiana 46225.

You may email the completed form to Vera Ferdinand at vferdinand@idoa.in.gov or if requesting to sell, email it to Debbie Hamilton at dhamilton@idoa.in.gov.

Vehicle Administration, 601 W. McCarty Street, Suite 125, Indianapolis, Indiana 46225.

You may email the completed form to Nancy Morris at nanmorris@idoa.in.gov.

If you have questions when completing the form, call the State Surplus office at 317-234-3685 or the Vehicle Administration office (Fleet Services) at 317-232-1379.

****Incomplete forms will be returned to the agency.***

DISPOSITION METHODS

This manual covers the following methods to obtain and dispose of surplus property:

1. Sales or transfers to other State agencies
2. Transfers to the State Surplus warehouse
3. Trade-in
4. Sales to the public (either by sealed bid or auction)
5. Scrap/Recycle
6. Disposal of Computer Hardware and other Electronic Equipment
7. Redistribution from the State Surplus warehouse

In the past, regardless of disposition method chosen, surplus items were required to be separated into disposition groups and placed on a separate SF 13812. With the exception of Transfer between Agencies, this no longer applies. All other disposition types should be combined on one form to save paper and time.

DISPOSITION PROCEDURES BY TYPE

Sale or transfer to other state agencies should be attempted before requesting to transfer the property to State Surplus or requesting disposal of the property. Below is the email address to use for sending out your mass emails/photos to the other state agencies letting them know of your available items. Include your contact info, timeframe for the agencies to respond, and removal timeframe.

Disposition-Agents@idoa.in.gov

Save the above email address in your contacts to have it readily available. The email list contains the disposition agents for each state agency.

If an agency is interested in your items, you will complete a 13812 form using the instructions beginning on page 6. Transfers are not to take place before our office has approved the 13812 form.

The following are the steps to be followed by the Transferor (owning agency), and when applicable, the Transferee (receiving agency).

Sales or Transfers to Other State Agencies

State Agencies may request to sell or transfer their usable surplus property to other State Agencies.

1. The Transferor (owning agency) must offer their usable state-owned surplus property to their other divisions first, then to each State agency disposition agent by email. This will save the multiple handling of the property and transportation cost. Many times a State agency has transferred property to State Surplus only to be tagged and obtained by a division of the same State agency. This results in double transport cost and double handling of the property.

The email should include:

- a. a picture, if possible
- b. full description of the property
- c. the location of the property
- d. a contact name and phone number
- e. a scheduled viewing date and time
- f. Removal timeframe

Sales or Transfers to Other State Agencies (cont')

2. Once a deal is set between the two agencies, the Transferor's disposition agent is to complete all sections of the SF 13812 requesting the transfer or sale of the property to the Transferee (receiving agency). After signing the form, it is to be forwarded to the Transferee.
3. The Transferee is to sign the form and forward it to State Surplus for approval.
4. Upon receipt of the approved SF 13812 from State Surplus, and not before, the two agencies will arrange the transfer of property and any agreed upon monies.

**If the property is to be transferred to another division of the owning agency, SF 13812 is not required. The owning agency is to keep internal transfer documents for review by State Board of Accounts. They may use the SF 13812 to do this without approval from State Surplus.*

**The Transferor is no longer required to attach a memo stating they will remove the items from their inventory and the name of the agency to which they are transferring the items.*

**The Transferee is no longer required to submit a memo stating that the agency is accepting the items and will enter the items into their inventory.*



NOTIFICATION OF SURPLUS STATE-OWNED PROPERTY

State Form 13812 (R6 / 4-14)
Approved by State Board of Accounts, 2014

DEPARTMENT OF ADMINISTRATION
State Surplus Property
601 W. McCarty Street, Suite 100
Indianapolis, IN 46225

- INSTRUCTIONS:**
1. Complete all areas with the exception of "DO NOT WRITE HERE" section. Incomplete forms will not be approved and will be returned.
 2. When the number of line items exceed the space on this form, please indicate "SEE ATTACHED SPREADSHEET" and attach an Excel spreadsheet to include all required information as indicated on this form.
 3. When the property has no asset tag number, please indicate "none".
 4. The agency completing the form is prohibited from disposing of surplus property without authorization from Department of Administration, State Surplus Property Division.
 5. After authorization is given by Surplus Property Section, disposition agent(s) must make changes to inventory in Encompass.
 6. Detailed information is printed on the reverse side of this form.

Transferor (owning agency)	Account Number	Transferee (receiving agency)	Account Number
IDOC, Madison Adult Corr. Facility	XXXXX ◀FUND	DNR, Turkey Run State Park	XXXXX ◀FUND
Address (number and street, city, ZIP code)		Address (number and street, city, ZIP code)	
800 MSH Bus Stop Dr. Madison, IN 47250		PO Box 37, Marshall, IN 47859	
Disposition Agent of Owning Agency	Telephone Number	Disposition Agent of Receiving Agency	Telephone Number
Alan Montgomery	812-256-8434	Greg Sorrels	317-232-4132

Request for Disposition to sell, transfer to Surplus, **transfer between agencies**, trade-in, recycle, or dispose

Quantity and Unit	Description of Item(s) <i>(List Make, Model, Year, Serial Number or VIN)</i>	Asset Tag Number	Item Condition <i>(good, fair, poor)</i>	Disposition(s) Requested	If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required.	Original Unit Acquisition Cost	Original Purchase Fund
1 ea	Toro TV5200 Push Mower, s/n: 2000463	123XX	good	TBA		675.00	XXXXX
1 ea	Generator	123XX	Good	TBA Sell	Selling Amount \$1,000.00	25,000.00	XXXXX

If applicable, all data has been removed from the computer storage devices(s) (hard drives, PDA's, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. Yes No _____ Initials

When transferring property from one State Agency to another State Agency, the disposition agents of both agencies must sign below.

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All necessary changes will be made to our inventory records. All information listed on this form is true and accurate.	I hereby affirm that our agency as the transferee, accepts this property from the transferor agency and will adjust our inventory records to reflect receipt of all property. All information listed on this form is true and accurate.
---	---

Signature of Disposition Agent (transferor)	Date (month, day, year)	Signature of Disposition Agent (transferee)	Date (month, day, year)
<i>Alan Montgomery</i>	4/1/14	<i>Greg Sorrels</i>	4/1/14

Distribution of Copies	DO NOT WRITE HERE – STATE SURPLUS USE ONLY	
Original: Department of Administration (Surplus Property Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfer only) State Surplus will distribute copies after approval.	State Surplus Signature of Approval	Date (month, day, year)
	<i>Vera Ferdinand</i>	4/3/14

Transfers to State Surplus Warehouse

Only after State agencies have exhausted their efforts to transfer their usable property to other divisions and State agencies, the transferor may request to transfer the property to State Surplus. As a side note, agencies know in advance when they are moving or clearing out offices. Don't wait until the last moment to contact our office. Contact us immediately so we can be prepared to accommodate the property you no longer need.

1. Complete SF 13812 making sure to include the location of the property and a location contact name and phone number. If submitting a spreadsheet with the form, indicate on the SF 13812 "see attached spreadsheet". If you email the form and spreadsheet, the spreadsheet must be an EXCEL spreadsheet (not scanned).
2. Upon receipt of the approved surplus form from State Surplus, if the property is located within Marion County, the Transferor should contact Mark Wheeler at 317-234-3691 or by email at mwheeler@idoa.in.gov to schedule a pick-up date. When making other arrangements with a State contracted mover such as Planes, you must give the mover a copy of the approved SF 13812 because the mover must present a copy of the form upon delivery to our warehouse.

Transfers to State Surplus Warehouse (cont')

3. Pick Up and Delivery:

- a. Upon pick-up by State Surplus staff, the Transferor must present a copy of the approved 13812 form to our staff. Items will be inspected at the time of pick-up to verify their condition and quantities. Items will not be accepted without the approved copy of SF 13812. Only items that are approved on the form to be transferred to State Surplus will be picked up.
- b. Upon delivery of the items by the Transferor or a transport company, the Transferor or the transport company must present a copy of the approved 13812 form to our staff. Items will be inspected at the time of delivery to verify their condition and quantities. Items will not be accepted without the approved copy of SF 13812. Only items that are approved on the form to be transferred to State Surplus will be accepted. The driver must take back all non-approved items. This includes the Transferor's driver and/or the Transport Company's driver.

****See pages 25 & 26 for items never accepted.***

Transfers to State Surplus Warehouse (cont')

PLEASE NOTE:

**If emailed, the spreadsheet must be an EXCEL spreadsheet, not a scan.*

**State Surplus picks up property within Marion County only.*

**All transfers to State Surplus must be completed within 30 days.*

**State Surplus has only two staff members and an eight-pallet box truck available for pickups, therefore agencies within this area needing to transfer more than one box truck load and agencies not located in Marion County must arrange for delivery of surplus items to the State Surplus warehouse.*

**If the Transferor does not have an appropriate transport vehicle, the agency should hire a State contracted mover such as Planes.*

**Before hiring a moving company to transport surplus items to State Surplus, the agency should first consult IDOA's Procurement division to learn of any applicable QPAs or similar contracts for moving services.*



NOTIFICATION OF SURPLUS STATE-OWNED PROPERTY

State Form 13812 (R6 / 4-14)
Approved by State Board of Accounts, 2014

DEPARTMENT OF ADMINISTRATION
State Surplus Property
601 W. McCarty Street, Suite 100
Indianapolis, IN 46225

INSTRUCTIONS:

1. Complete all areas with the exception of "DO NOT WRITE HERE" section. Incomplete forms will not be approved and will be returned.
2. When the number of line items exceed the space on this form, please indicate "SEE ATTACHED SPREADSHEET" and attach an Excel spreadsheet to include all required information as indicated on this form.
3. When the property has no asset tag number, please indicate "none".
4. The agency completing the form is prohibited from disposing of surplus property without authorization from Department of Administration, State Surplus Property Division.
5. After authorization is given by Surplus Property Section, disposition agent(s) must make changes to inventory in Encompass.
6. Detailed information is printed on the reverse side of this form.

Transferor (owning agency)	Account Number	Transferee (receiving agency)	Account Number
Dept of Natural Resources	XXXXX ◀FUND	State Surplus Warehouse	
Address (number and street, city, ZIP code)		Address (number and street, city, ZIP code)	
402 W Washington St. Room W-264, Indianapolis, IN 46204			
Disposition Agent of Owning Agency	Telephone Number	Disposition Agent of Receiving Agency	Telephone Number
Greg Sorrels	317-232-4132		

Request for Disposition to sell, transfer to Surplus, transfer between agencies, trade-in, recycle, or dispose

Quantity and Unit	Description of Item(s) <i>(List Make, Model, Year, Serial Number or VIN)</i>	Asset Tag Number	Item Condition <i>(good, fair, poor)</i>	Disposition(s) Requested	If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required.	Original Unit Acquisition Cost	Original Purchase Fund
1 ea	Desk	none	good	Surplus	W-264 IGCS	unknown	unknown
1 ea	Safe	12XXX	fair	Surplus	W-266 IGCS	750.00	xxxxx
2 ea	File cabinet – STATE SURPLUS IS NOT TO PICK UP OR ACCEPT DELIVERY OF THIS ITEM	none	poor	Dispose	Contact John Doe at 234-5555 jdoe@dnr.in.gov	unknown	unknown

If applicable, all data has been removed from the computer storage devices(s) (hard drives, PDA's, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. Yes No _____ Initials

When transferring property from one State Agency to another State Agency, the disposition agents of both agencies must sign below.

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All necessary changes will be made to our inventory records. All information listed on this form is true and accurate.	I hereby affirm that our agency as the transferee, accepts this property from the transferor agency and will adjust our inventory records to reflect receipt of all property. All information listed on this form is true and accurate.
Signature of Disposition Agent (transferor) <i>Greg Sorrels</i>	Date (month, day, year) 4/1/14
Signature of Disposition Agent (transferee)	Date (month, day, year)

Distribution of Copies	DO NOT WRITE HERE – STATE SURPLUS USE ONLY	
Original: Department of Administration (Surplus Property Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfer only) State Surplus will distribute copies after approval.	State Surplus Signature of Approval <i>Vera Ferdinand</i>	Date (month, day, year) 4/3/14

Trade - In

State agencies may trade-in surplus property toward the purchase of new property only after attempting to obtain the transfer or purchase of state-owned surplus property that is usable instead of purchasing new property or materials.

1. Complete state form 13812 and forward to State Surplus for approval after completing the form as follows:
 - a. In the “*Transferee*” section, indicate the vendor information and your purchasing account number.
 - b. In the “*If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required*” section, indicate the price, trade-in value and balance using the example below.

Example:	Price	\$1000.00
	Trade-in	<u>- 50.00</u>
	Balance	\$ 950.00

2. Upon approval, State Surplus will forward the paperwork to IDOA Procurement and return an approved copy of the form to your agency.



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DEPARTMENT OF ADMINISTRATION
 State Surplus Property
 601 W. McCarty Street, Suite 100
 Indianapolis, IN 46225

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 4. The agency completing the form is prohibited from disposing of surplus property without authorization from Department of Administration, State Surplus Property Division.
 5. After authorization is given by Surplus Property Section, disposition agent(s) must make changes to inventory in Encompass.
 6. Detailed information is printed on the reverse side of this form.

Transferor (owning agency) DNR, Central Office	Account Number XXXXX ◀FUND	Transferee (receiving agency) ****VENDOR INFORMATION****	Account Number
Address (number and street, city, ZIP code) 402 W Washington St. Room W-264, Indianapolis, IN 46204		Address (number and street, city, ZIP code) ****VENDOR ADDRESS****	
Disposition Agent of Owning Agency Greg Sorrels	Telephone Number 317-232-4132	Disposition Agent of Receiving Agency	Telephone Number

Request for Disposition to sell, transfer to Surplus, transfer between agencies, **trade-in**, recycle, or dispose

Quantity and Unit	Description of Item(s) <i>(List Make, Model, Year, Serial Number or VIN)</i>	Asset Tag Number	Item Condition <i>(good, fair, poor)</i>	Disposition(s) Requested	If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required.	Original Unit Acquisition Cost	Original Purchase Fund
1 ea	Copier, Xerox s/n:13253	12XXX	fair	Trade-in	Purchase Price \$10,000.00	15,000.00	XXXXX
					Trade in Allowance 500.00		
					Balance \$9,500.00		

If applicable, all data has been removed from the computer storage devices(s) (hard drives, PDA's, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. Yes No _____ Initials

When transferring property from one State Agency to another State Agency, the disposition agents of both agencies must sign below.

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I hereby affirm that our agency as the transferee, accepts this property from the transferor agency and will adjust our inventory records to reflect receipt of all property. All information listed on this form is true and accurate.

Signature of Disposition Agent (transferor) Greg Sorrels	Date (month, day, year) 4/1/14	Signature of Disposition Agent (transferee)	Date (month, day, year)
--	--	---	-------------------------

Distribution of Copies

DO NOT WRITE HERE – STATE SURPLUS USE ONLY

Original: Department of Administration (Surplus Property Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfer only) State Surplus will distribute copies after approval.	State Surplus Signature of Approval Vera Ferdinand	Date (month, day, year) 4/3/14
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Sale of State-Owned Surplus Property

According to IC 5-22-21-6 (4) Property that is not usable by other state agencies may be: (A) sold under section 7 or 7.5 of this chapter or IC 5-22-22.

1. For Sealed Bid Sales and On-Site Auctions, send completed form and requirements to Debbie Hamilton at dhamilton@idoa.in.gov. She is your contact throughout the selling process.
2. For On-Line Auctions, send the completed form and requirements to Debbie Hamilton at dhamilton@idoa.in.gov. Your form will be approved and forwarded to Pam Rockwell at prockwell@idoa.in.gov. She is your contact throughout the on-line selling process. Include the following when requesting property to be sold on-line:
 - a. pictures in *jpeg* form
 - b. location of the property with complete address
 - c. contact name, phone number and email address at location
 - d. minimum bid required
 - e. requirements set by owning agency such as removal deadline, amount of bond required which ensures property is totally removed within deadline and complies with agreement of removal
 - f. completed Chart Field Values form (for returning proceeds to your agency)

Sale of State-Owned Surplus Property (cont')

3. If the property remains at the owning agency's location during the sale process, the proceeds from on-site sales are transferred to the owning agency's account, less any required fees as explained below.
4. Items that do not sell may be transferred to the State Surplus Warehouse if items are declared usable. If items are declared non-usable or without a fair market value, State Surplus will issue the authorization for disposal.

**Agencies do not receive any reimbursement or subsequent sales proceeds for property transferred to State Surplus.*

**Fees deriving from the sale will be paid from the proceeds prior to transferring the remaining proceeds to the owning agency. These fees may include advertising, postage, lodging, per diem, security, bank proceeds check and auctioneer fees. Accordingly, State Surplus must now recoup mileage to and from the auction site, and employee wages for time spent preparing and conducting public auctions. If you have questions regarding this policy, please contact Marshall Tullos at 317-234-3690 or by email at mtullos@idoa.in.gov.*

**In cases when property does not sell, the owning agency will be billed for the fees associated with the sale/auction. Include your billing information with your SF 13812.*



NOTIFICATION OF SURPLUS STATE-OWNED PROPERTY

State Form 13812 (R6 / 4-14)
Approved by State Board of Accounts, 2014

DEPARTMENT OF ADMINISTRATION
State Surplus Property
601 W. McCarty Street, Suite 100
Indianapolis, IN 46225

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3. When the property has no asset tag number, please indicate "none".
4. The agency completing the form is prohibited from disposing of surplus property without authorization from Department of Administration, State Surplus Property Division.
5. After authorization is given by Surplus Property Section, disposition agent(s) must make changes to inventory in Encompass.
6. Detailed information is printed on the reverse side of this form.

Transferor (owning agency) DNR, Central Office	Account Number XXXXX ◀FUND	Transferee (receiving agency) **LOCATIONS OF PROPERTY (DIVISION)	Account Number
Address (number and street, city, ZIP code) 402 W Washington St. Room W-264, Indianapolis, IN 46204		Address (number and street, city, ZIP code) **LOCATION OF PROPERTY ADDRESS	
Disposition Agent of Owning Agency Greg Sorrels	Telephone Number 317-232-4132	Disposition Agent of Receiving Agency **NAME OF CONTACT AT LOCATION	Telephone Number **CONTACT'S PHONE #

Request for Disposition to *sell*, transfer to Surplus, transfer between agencies, trade-in, recycle, or dispose

Quantity and Unit	Description of Item(s) <i>(List Make, Model, Year, Serial Number or VIN)</i>	Asset Tag Number	Item Condition <i>(good, fair, poor)</i>	Disposition(s) Requested	If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required.	Original Unit Acquisition Cost	Original Purchase Fund
1 ea	Shredder, industrial Apex s/n:10101	1111	fair	Sell	jdoe@dnr.in.gov ◀Email Address Min. Bid \$50.00 Requesting on-line sale	1,500.00	xxxxx

If applicable, all data has been removed from the computer storage devices(s) (hard drives, PDA's, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. Yes No _____ Initials

When transferring property from one State Agency to another State Agency, the disposition agents of both agencies must sign below.

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All necessary changes will be made to our inventory records. All information listed on this form is true and accurate.	I hereby affirm that our agency as the transferee, accepts this property from the transferor agency and will adjust our inventory records to reflect receipt of all property. All information listed on this form is true and accurate.
Signature of Disposition Agent (transferor) <div style="text-align: center; font-family: cursive; font-size: 1.2em;"><i>Greg Sorrels</i></div>	Date (month, day, year) <div style="text-align: center;">4/1/14</div>
Signature of Disposition Agent (transferee)	Date (month, day, year)

Distribution of Copies	DO NOT WRITE HERE – STATE SURPLUS USE ONLY	
Original: Department of Administration (Surplus Property Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfer only) State Surplus will distribute copies after approval.	State Surplus Signature of Approval <div style="font-family: cursive; font-size: 1.2em;"><i>Debbie Hamilton</i></div>	Date (month, day, year) <div style="text-align: center;">4/4/14</div>

Scrap/Recycle

Surplus Property Excluding Computer Hardware and other Electronic Equipment:

Surplus property that is not usable by other state agencies may be demolished and discarded if the property has no market value. The property may be of no market value if the value of the property is less than the estimated costs of repair, sale, or transportation of the property. A common example is damaged office furniture that cannot be economically repaired. Contact your County Solid Waste Management Dist. using http://www.in.gov/idem/recycle/pages/swmd/map_details.html. They may assist you in locating a local scrap business.

1. Complete and forward SF 13812 to State Surplus for approval. Upon receipt of approval by State Surplus, the owning agency is responsible for demolishing or junking the property on-site or taking it to a local scrap business. Agencies cannot accept any money for such property since it has already been determined to have no market value. The owning agency is to dispose of the property 30 days from the approval date.

**The owning agency is no longer required to attach a letter of justification which includes the proposed disposal method and a picture of the property. The disposition agent is ensuring correct procedures will be followed by signing the 13812.*

Scrap/Recycle (cont')

**Agencies are not permitted to give the property to employees as this could create or be interpreted as collusion. Agencies are not permitted to give the property to the public or other entities because this could also be interpreted as collusion. In addition, it would mean the property does in fact have market value and should be put through the sale or recycle process.*

2. If the property is non-usable by a State agency, but has some residual market value and can be recycled, the owning agency is to:
 - a. transfer the property to State Surplus for recycling, or
 - b. if the transfer is not financially feasible because of distance, the owning agency can sell it to an authorized recycle or salvage business. Common examples of unusable scrap metal could be a part taken from something that was once whole but is no longer functional such as a tail pipe taken from a vehicle or metal legs taken from a piece of furniture. Check with Procurement regarding contracting with a recycle company.
3. In referring to paragraph 2 above, if the owning agency can sell the property to a local authorized recycle or salvage business, the proceeds are to be deposited into the owning agency's appropriate account and keep a copy of all documents at your agency for future State Board of Account audits.



NOTIFICATION OF SURPLUS STATE-OWNED PROPERTY

State Form 13812 (R6 / 4-14)
 Approved by State Board of Accounts, 2014

DEPARTMENT OF ADMINISTRATION
 State Surplus Property
 601 W. McCarty Street, Suite 100
 Indianapolis, IN 46225

- INSTRUCTIONS:**
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 5. After authorization is given by Surplus Property Section, disposition agent(s) must make changes to inventory in Encompass.
 6. Detailed information is printed on the reverse side of this form.

Transferor (owning agency) FSSA	Account Number XXXXX ◀FUND	Transferee (receiving agency)	Account Number
Address (number and street, city, ZIP code) 402 W Washington Street, Indianapolis, IN 46204		Address (number and street, city, ZIP code)	
Disposition Agent of Owning Agency Andy Turner	Telephone Number 317-232-4720	Disposition Agent of Receiving Agency	Telephone Number

Request for Disposition to sell, transfer to Surplus, transfer between agencies, trade-in, recycle, or dispose

Quantity and Unit	Description of Item(s) (List Make, Model, Year, Serial Number or VIN)	Asset Tag Number	Item Condition (good, fair, poor)	Disposition(s) Requested	If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required.	Original Unit Acquisition Cost	Original Purchase Fund
2 ea	File cabinet	49XXXXXX 49XXXXXX	poor	dispose		unknown	unknown

If applicable, all data has been removed from the computer storage devices(s) (hard drives, PDA's, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. Yes No _____ Initials

When transferring property from one State Agency to another State Agency, the disposition agents of both agencies must sign below.

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All necessary changes will be made to our inventory records. All information listed on this form is true and accurate.	I hereby affirm that our agency as the transferee, accepts this property from the transferor agency and will adjust our inventory records to reflect receipt of all property. All information listed on this form is true and accurate.
Signature of Disposition Agent (transferor) Andy Turner	Signature of Disposition Agent (transferee)
Date (month, day, year) 4/3/14	Date (month, day, year)

Distribution of Copies	DO NOT WRITE HERE – STATE SURPLUS USE ONLY	
Original: Department of Administration (Surplus Property Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfer only) State Surplus will distribute copies after approval.	State Surplus Signature of Approval Vera Ferdinand	Date (month, day, year) 4/4/14

Scrap/Recycle (cont')

Computer Hardware and Electronic Equipment:

Under no circumstances will any State Agency attempt to sell or donate computer or any other type of electronic equipment to the public or a private business. Nor will any State Agency attempt to throw away, scrap or demolish such state-owned property. Much of this equipment contains environmentally hazardous materials. State Agencies must transfer computer hardware directly to the State Surplus warehouse, regardless of the condition of the equipment.

State Agencies requesting computer hardware must go through IOT. Computer hardware being replaced on a scheduled basis by IOT under their "refresh" program will not be transferred to another Agency without prior written approval from IOT along with an approved 13812 form signed by State Surplus.

Scrap/Recycle (cont')

State Surplus is authorized to donate serviceable surplus computers and peripherals directly to eligible Indiana public and nonpublic school corporations or schools pursuant to IC 5-22-12-7.5.

All computer equipment not donated to Indiana schools and all other electronic equipment, regardless of condition, will be recycled in an environmentally safe manner. State Surplus currently has a written agreement with a qualified electronic waste (E-waste) recycle company to properly dispose of this equipment at no cost.

IOT Technicians will ensure complete removal of all data from all computer hard drives before donations to schools or before E-waste disposal.

You may contact Mark Cassell of IOT at mcassell@iot.in.gov for further information regarding state-owned computers.



NOTIFICATION OF SURPLUS STATE-OWNED PROPERTY

State Form 13812 (R6 / 4-14)
Approved by State Board of Accounts, 2014

DEPARTMENT OF ADMINISTRATION
State Surplus Property
601 W. McCarty Street, Suite 100
Indianapolis, IN 46225

- INSTRUCTIONS:**
1. Complete all areas with the exception of "DO NOT WRITE HERE" section. Incomplete forms will not be approved and will be returned.
 2. When the number of line items exceed the space on this form, please indicate "SEE ATTACHED SPREADSHEET" and attach an Excel spreadsheet to include all required information as indicated on this form.
 3. When the property has no asset tag number, please indicate "none".
 4. The agency completing the form is prohibited from disposing of surplus property without authorization from Department of Administration, State Surplus Property Division.
 5. After authorization is given by Surplus Property Section, disposition agent(s) must make changes to inventory in Encompass.
 6. Detailed information is printed on the reverse side of this form.

Transferor (owning agency) FSSA	Account Number XXXXX ◀FUND	Transferee (receiving agency)	Account Number
Address (number and street, city, ZIP code) 402 W Washington Street, Indianapolis, IN 46204			
Disposition Agent of Owning Agency Andy Turner	Telephone Number 317-232-4720	Disposition Agent of Receiving Agency	Telephone Number

Request for Disposition to sell, **transfer to Surplus**, transfer between agencies, trade-in, recycle, or dispose

Quantity and Unit	Description of Item(s) <i>(List Make, Model, Year, Serial Number or VIN)</i>	Asset Tag Number	Item Condition <i>(good, fair, poor)</i>	Disposition(s) Requested	If requesting to SELL item(s), indicate name of contact, telephone number and minimum bid required.	Original Unit Acquisition Cost	Original Purchase Fund
1 ea	Dell Hard Drive s/n:xxxxxxxxxx	49XXXXXX	good	transfer		unknown	unknown
1 ea	Dell Hard Drive s/n:xxxxxxxxxx	49XXXXXX	good	transfer		800.00	xxxxx

If applicable, all data has been removed from the computer storage devices(s) (hard drives, PDA's, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. Yes No _____ Initials

When transferring property from one State Agency to another State Agency, the disposition agents of both agencies must sign below.

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All necessary changes will be made to our inventory records. All information listed on this form is true and accurate.	I hereby affirm that our agency as the transferee, accepts this property from the transferor agency and will adjust our inventory records to reflect receipt of all property. All information listed on this form is true and accurate.		
Signature of Disposition Agent (transferor) Andy Turner	Date (month, day, year) 4/3/14	Signature of Disposition Agent (transferee)	Date (month, day, year)

Distribution of Copies	DO NOT WRITE HERE – STATE SURPLUS USE ONLY	
Original: Department of Administration (Surplus Property Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfer only) State Surplus will distribute copies after approval.	State Surplus Signature of Approval 	Date (month, day, year) 4/4/14

Redistribution from the State Surplus Warehouse

State Surplus maintains an inventory of used office furniture and supplies in good condition. Agencies are to make every attempt to screen and obtain this property prior to initiating new procurement requests.

The property is available in our warehouse usually for 3 to 4 weeks prior to listing it on GovDeals. Once on GovDeals.com, the property remains available to state agencies from Tuesday 1pm to the following Tuesday 1:00pm. State agencies wanting this property must have their disposition agent request it during the said time period. An employee on the “Authorized Shoppers List” may also request the property. As of 1:01pm Tuesday, it is no longer available to state agencies.

**See pages 20 and 21 regarding GovDeals.*

Redistribution from the State Surplus Warehouse (cont')

1. The Disposition Agent within each agency or division can approve their agency's staff to obtain property from the State Surplus warehouse inventory using one of the following options:
 - a. Submit a letter of authorization each time an employee of the agency wants to obtain property from the warehouse, or
 - b. Complete and submit SF 54623 "Authorization to Obtain State-Owned Surplus Property" to State Surplus identifying all of the Agency's employees that can withdraw property. The employee will be added to the "Authorized Shoppers List". No further action is needed unless the Disposition Agent is replaced. This form is available on our website at <https://www.in.gov/idoa/state-resource-management/state-and-federal-surplus/general-surplus-information/>. Email the completed form to Vera Ferdinand at vferdinand@idoa.in.gov.
2. State Surplus will deliver the selected property at no cost to any agency located in Marion County. The receiving agency should contact Mark Wheeler at mwheeler@idoa.in.gov to schedule delivery.

**Agencies located outside of Marion County will need to make their own transportation arrangements.*

Redistribution from the State Surplus Warehouse (cont')

GovDeal Instructions

Assets that are available internally will be posted weekly on Tuesdays and remain online until the following Tuesday, unless claimed by a state agency or purchased by an LG before closing. Surplus property not requested will then be made available to the public auction for purchase. Once an asset is posted to the public, it will no longer be available to claim through the internal allocation system.

If you are interested in viewing available items please visit govdeals.com. The login information is below.

Govdeals.com

Username: insurplus.12167

Password: State1816

This account is setup for viewing items only. You can choose the categories you would like to view. If you find an asset that you are interested in, please send an email to prockwell@idoa.in.gov. Include the asset number and brief description in your email. The asset will then be saved for your agency. You will receive an email with further instructions. It will include a form to fill out and return within 2 business days to confirm your interest. All first-time “buyers” will be asked to provide information to verify eligibility for the program.

Redistribution from the State Surplus Warehouse (cont')

GovDeals Instructions (cont')

- All State-owned surplus property transferred to a State Agency is at no cost unless we are selling it for another State Agency. The two agencies should come to an agreed price before the owning agency completes the SF 13812 requesting transfer.
- **ALL ITEMS TRANSFERRED TO A STATE AGENCY MUST BE USED FOR OFFICIAL GOVERNMENT USE ONLY. STATE EMPLOYEES ARE PROHIBITED FROM OBTAINING THIS PROPERTY FOR THEIR PERSONAL USE.**
- **WE WILL NO LONGER STOP A PUBLIC AUCTION FOR ANY STATE AGENCY ONCE IT IS OFFERED TO THE PUBLIC. STATE EMPLOYEES WISHING TO PURCHASE STATE OWNED SURPLUS PROPERTY FOR PERSONAL USE MUST SUBMIT COMPETITIVE BIDS WHEN AN ITEM ROLLS OVER TO OUR PUBLIC AUCTIONS.**

Statutory Section

IC 5-22-21-6 Commissioner to adopt procedures

Sec. 6. The commissioner shall adopt a procedure requiring the following:

- (1) Each state agency shall notify the department of surplus property.
- (2) The department shall inspect the surplus property and determine if the property is usable by other state agencies.
- (3) A state agency that requests the purchase of:
 - (A) new property; or
 - (B) material to be used for rehabilitation programs; shall accept by transfer or purchase surplus property that is usable by a state agency instead of purchasing new property or materials.
- (4) Property that is not usable by other state agencies may be:
 - (A) sold under section 7 or 7.5 of this chapter or IC 5-22-22;
 - (B) demolished, discarded, donated under section 7.6 of this chapter, or junked if the property has no market value; or
 - (C) disposed of if the property can be recycled in conjunction with a program administered by the department to promote recycling of property, the components of property, or the materials of property.

Statutory Section (cont')

Indiana Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, IV. Summary of Agency Responsibilities, Chapter 8, Capital Asset Accounting

8.4.2 Transfer/Disposal of Capital Assets

All transfers, sales, retirements and other disposals of capital assets must be processed through and approved by State Surplus Property division of IDOA by submitting Form 13812, Notification of Surplus State-Owned Property.

8.4.2.1 Transfer of Capital Assets to Another State Agency

If an asset is being transferred from one agency to another, the “donator” agency will generate the Transfer process in ENCOMPASS Asset Management. The “receiving” agency must manually assign a new asset tag number to the asset. The acquisition date and original cost for the asset do not change. The fund number for the asset must be changed to a “receiving” agency fund number. When the transfer is made, the asset cost and accumulated depreciation will be automatically transferred as well.

8.4.2.2 Transfer by Sale of Capital Asset to Other State Agency

A sale of an asset to another state agency must also be approved by State Surplus or, in the case of motor vehicles, trailers, and INDOT road equipment (*requiring a title*), IDOA Fleet Management. State Surplus or Fleet Management will work with the agency to determine the type of sale, location, etc. Net proceeds, after selling costs of Surplus or Fleet Management, are subsequently credited to the selling agency.

Statutory Section (cont')

8.4.3 Retirement of Capital Assets

The Department of Administration establishes guidelines and requirements relating to the retirement of agency assets. Generally, surplus property may be considered “retired” if disposed of in any of the following ways:

- *Sent to Surplus property division (AM Retirement Code - State Surplus)
- *Trade-in on another asset from an outside party; since a purchase is involved here, IDOA Procurement and Surplus property must be involved; requisitions for the new items must include the price without trade-in, the trade-in value, and the price with trade-in. (AM Retirement Code – Traded in for Another Asset)
- Scrap when no other disposition is efficient or economical; contact the **Recycling Program Manager in the Operations Division of the Department of Administration** prior to disposal. (AM Retirement Code – Scrapped Asset)
- *Sell at public auction or by sealed bid; Surplus Property will determine method of sale' Net proceeds, after costs of Surplus or Fleet Management, are credited to the selling agency. (AM Retirement Code – Retirement by Sale)

Statutory Section (cont')

- *Sell to local unit of government by sealed bid; Surplus Property will assist. Net proceeds, after costs of Surplus or Motor Pool (Fleet Management), are credited to the selling agency. (AM Retirement Code – Retirement by Sale)
- Stolen assets should be reported to the Capital Police prior to processing retirement. (AM Retirement Code – Disposal Due to Theft)
- Assets destroyed by flood, fire, etc. Document the event resulting in the loss. (AM Retirement Code – Casualty Loss)
- Retirement in system due to duplicate entry. (AM Retirement Code – Duplicate) All retirements, whether or not State Surplus is involved, must be recorded in the ENCOMPASS Asset Management system, including accounting for any money received.

**Must have prior permission of State Surplus Property Division or, in the case of vehicles, Fleet Management.*

Items Not Accepted by State Surplus

The following items will not be accepted by State Surplus:

1. Safes, filing cabinets, desks and all other items which are locked or contain items in the drawers. The drawers are to be unlocked and empty. We have damaged items with drawers because they were locked. Once opened, we have found confidential records with social security numbers, private medical records, cash and many other things.

In the past, we have contacted the disposition agent requesting they pick up these items. In the future, we may also be required to contact Indiana Commission on Public Records and Indiana State Board of Accounts.

2. Used stationery supplies are not considered state-owned surplus property. Again, we have found confidential records in used file folders. And again, this is your agency's responsibility. We have also found used ink cartridges, empty ink pens, binders which are broken or marked on with permanent marker or have the agency's logo. Other agencies do not need or want these items. Check with schools to see if they have a need for used stationery supplies, but make sure the items are free of State Records.
3. State Agency books, manuals and literature.

Items Not Accepted by State Surplus (cont')

4. Non-Usable items such as broken furniture, used mattresses, etc. These items are to be disposed of by your agency, and at your agency's expense.

**Agencies that have no dumpster should contact their local waste disposal company. It would be cheaper to dispose of it locally than pay to have it transported to State Surplus only to have it refused.*

5. Firearms and items that pose potential danger such as hazardous materials and chemicals. These items are to be disposed of **legally**, by your agency, and at your agency's expense.

6. Bad tires. These are tires that have no tread, are slashed or have holes that cannot be plugged. We have no way to recycle these.

7. Microfiche and Diskettes

Important Note - Make Your Staff Aware and Accountable

Everyone makes human errors, but because we are in the public eye we need to work harder to make sure we are serving the public, not harming them.

Every State Surplus employee has seen things they shouldn't. To name a few:

1. Social security numbers with names and birthdates
2. Medical records
3. Adoption records in detail
4. Child abuse and molestation reports naming the child and the circumstances in detail

Think about the following yourself, then make your staff think about it:

All records should be maintained and secured as if your job or your life depended on it because *these could be your personal records we are looking at, then how would you feel?*

Make Your Staff Aware and Accountable