

BUSINESS SERVICES POLICIES AND PROCEDURES

SECTION 2-00 PROPERTY CONTROL

Overview 3-00

Property Control facilitates the decaling of items received by direct shipment to a Department. The Surplus Property Unit facilitates the disposition of all University property in accordance with State of Georgia Surplus Property rules and regulations.

PROPERTY CONTROL: POLICIES AND PROCEDURES

Policy 2-00- 10.1 Inventoried Equipment Defined

Items classified as equipment and carried on inventory records are specified by the Personal Property Management Manual prepared by the State of Georgia Department of Administrative Services and Board of Regents. This is recognized as the guideline for inventory control procedures for the State of Georgia. Items to be carried on inventory records include:

1. Any item which is basically non-consumable and non-expendable in nature, such as motor vehicles, office equipment, and appliances.

Any item with an estimated usable life expectancy of three or more years and an item acquisition cost of \$3,000.00 or more. However, regardless of cost, it is the policy of DOAS that all weapons shall be included on the equipment inventory.

The following information is recorded on all equipment included on inventory records:

- Description of equipment
- Manufacturer's name
- Model number of equipment
- Serial number of equipment (if applicable)
- Acquisition cost of equipment
- Arrival date of equipment on campus
- Georgia State University number
- Requisition number

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Policy 2-00-11.1 Property Decals

University Receiving is directly responsible for affixing property decals on Georgia State University equipment before it is added to the inventory records.

Procedure 2-00-11.1P - Property Decals

Property decals are attached to all items classified as loose equipment. The property decals are bar-coded and include a pre-printed University identification number. As a rule, the property decal is attached on the right side of equipment and furniture. Whenever possible, Central Receiving tries to place the property decal in an inconspicuous place so that it will not detract from the equipment's appearance.

Policy 2-00- 12.1 - Disposal of University Equipment

The Georgia State University (GSU) Surplus Operations Section is responsible for the redistribution and disposition of university surplus property in accordance with laws and guidelines established by Georgia Department of Administrative Services, Surplus Property Section. The Surplus Operations Warehouse is located at 934 Brady Ave NW, Atlanta, GA 30313. The phone numbers are 404 413-8763 and 404 413-8764 for fax.

A. 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 Surplus Operations Section 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 Surplus Warehouse.

B. Responsibilities Associated with Surplus Property

Regardless of the method of acquisition, once property title transfers to the university, it becomes Georgia State property. There is no mechanism with the surplus property law that allows for the transfer of state property out of the state of Georgia. The Surplus Operations Section is responsible for the oversight and disposal of all GSU surplus property. The Surplus Operations Sections 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.

Procedure 2-00- 12.1P - Surplus Equipment

A. How Property is declared Surplus

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The declaration of surplus property must be made by the owning department's Property Coordinator on a [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.

GSU Surplus Operations manages surplus property by industry accepted accounting principles. The warehouse will not accept unidentified equipment. All property must be accounted for. Please ensure the Surplus Transfer Request Form is complete and accurate for the property being surplus. The Transfer Form must match the equipment being picked up by the surplus personnel (No Exceptions). Miss-matched loads or incomplete property count(s) will result in property being denied.

B. Preparing Equipment for Surplus

It is in the best interest of GSU and the state that all equipment and components remain in commerce. Regardless of condition, all reasonable effort will be made to redistribute or sell 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 GSU. All power cords and instruction manuals must be transferred with the equipment if possible.

C. 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 is inoperable and requires towing, the towing charge will be billed to the department.

D. Requesting transfer of equipment to Surplus Operations

The [Surplus Transfer Request Form](#) may be faxed or emailed to propertycontrol@gsu.edu. The surplus fax number is 678 891-3932. Once the request is received, it will be logged and a work order number assigned. The property control administrative team will notify the department with the work order number. Please allow up to 10 (Ten) working days for surplus removal. If there are any questions concerning the transaction, contact the Surplus Operations Supervisor at 678 891-3931.

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E. 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 at the Finance and Administration Toolkit under Forms. 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. **Requested Move Date** – Please allow up to 10 working days for removal.
3. **Work Order#** - Supplied by Property Control Administrative Team.
4. **Transferred From** – Complete name, address, and contact information of releasing department.
5. **Quantity** – Quantity of each line item listed.
6. **Asset ID#** - All assets must be listed separately.
7. **Serial Number** – Only if item is an asset.
8. **Description** – Complete description of the surplus item(s) including item, make, and model.
9. **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
10. **Remarks** – Self explanatory
11. **Releasing Department** – This space requires the name, signature, and date of the individual authorized by the department for releasing item(s) for surplus. This section must be completed before item(s) can be scheduled for pick-up.
12. **Transport Personnel** – This space has the same requirements as listed above; however, this individual is receiving surplus property instead of releasing. Department must retain a copy as proof of pick-up.
13. **Surplus Operations** – Reserved for the signature of Surplus Operations Section personnel only.
14. **Spectrum Records Update** - Reserved for the signature of Surplus Operations Section or Property Accounting personnel only.

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F. 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, or "V#", 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 [Vendor Trade-In Authorization Request Form](#)

G. Completion of the Vendor Trade-In Authorization Request Form

The accuracy of the Vendor Trade-In Authorization Request Form is extremely important to the timely processing and insuring a smooth transaction of your purchase. The [Vendor Trade-In Authorization Request Form](#) at the Finance and Administration Toolkit. Step-by-step instructions for the completion of the Vendor Trade-In Authorization Request Form are listed below:

- A. **Date** – Self explanatory.
- B. **Req#** - Requisition number generated by Peoplesoft/Spectrum.
- C. **Trade-In Amount** – This is the amount the vendor is granting towards the trade-in.
- D. **Request From** - Complete name, address, and contact information of requesting department.
- E. **Vendor** - Complete name, address, and contact information for the vendor involved in this transaction.
- F. **Quantity** – Quantity of each line item listed.
- G. **Asset ID#** - All assets must be listed separately.
- H. **Serial Number** – Only if item is an asset.
- I. **Description** – Complete description of the item(s) being traded, including item, make, and model.
- J. **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

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K. *New Equipment Being Purchased*

1. **Quantity** – *Quantity of each line item listed.*
2. **Description** – *Complete description of the item(s) being purchased, including item, make, and model.*

L. *Remarks – Self explanatory.*

M. *Requesting Department* – *This section contains name, signature, and date of the department representative authorized to initiate this transaction.*

Policy 2-00-13.1 – Disposal of Electronic Equipment

Georgia State University shall manage, protect, secure and control sensitive electronic information which may be found on surplus computers. All employees should be familiar with the [Minimum Information Security Environment Policy](#).

The following components require all data and programs removed prior to surplus:

Computers (Includes laptops, tablets and iPads)
External data storage/back-up devices
Copiers having data storage capability

Procedure 2-00-13.1P – Disposal of Electronic Equipment

Please contact the IT Department Helpdesk for procedures to erase data prior to equipment surplus or repurposing. If the item is being transferred outside the custody of the university, surplus personnel will remove the harddrive.

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.

Policy 2-00-14.1 – Receiving Surplus Property from Surplus Operations

All surplus items at Surplus Operations which have not been transferred to DOAS are available for inspection and transfer to departments at no cost. The Surplus Operations business hours are 8:30 am to 5:00 pm, weekends and university holidays excluded. Department representatives are urged to visit on a regular basis to inspect equipment for transfer. Visits to the Surplus Warehouse are by appointment only. Please call for an appointment at 404 413-8763.

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Procedure 2-00-14.1P – Receiving Surplus Property from Surplus Operations

Representatives authorized by their department may request equipment to be transferred to their department. All requests for equipment to be transferred must be initiated on a [Surplus Requisition Form](#). Once completed, the Surplus Operations Supervisor will coordinate with the gaining department to arrange taking custody of said equipment.

Completion of the Surplus Requisition Form

The purpose of this form is to facilitate the redistribution of surplus items from Surplus Operations to GSU departments. Step-by-step instructions for the completion of the Surplus Requisition Form are listed below:

- A. **Date of Request** – Initial date of request.
- B. **Requested Move Date** – Please allow up to 10 working days for removal.
- C. **Work Order#** - Supplied by Customer Communications Center.
- D. **Transferred To** – Complete name, address, and contact information of releasing department.
- E. **Quantity** – Quantity of each line item listed.
- F. **Asset ID#** - All assets must be listed separately.
- G. **Serial Number** – Only if item is an asset.
- H. **Description** – Complete description of the surplus item(s) including item, make, and model.
- I. **Remarks** – Self explanatory
- J. **Requesting Department** – This space requires the name, signature, and date of the individual authorized by the department for requesting surplus item(s). This section must be completed before item(s) can be scheduled for pick-up.
- K. **Transport Personnel** – This space has the same requirements as listed above; however, this individual is receiving surplus property instead of releasing.
- L. **Receiving Department** – This space has the same requirements as listed above. Moving crew must retain a copy and submit to Surplus Operations.
- M. **Spectrum Records Update** - Reserved for the signature of Surplus Operations Section or Property Accounting personnel only.