

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF EDUCATION SERVICES  
Policies and Procedures**

**SURPLUS PROPERTY POLICY AND PROCEDURE**

**Effective Date:** 10/31/02  
**Original Effective Date:** 10/31/02  
**Reference:**

**Purpose**

To establish internal policy and procedures for disposing of equipment that is state property, through the State Surplus Property Agency.

**Policy**

This internal policy and procedure applies to the OES Central Office, Western North Carolina School for the Deaf, Eastern North Carolina School for the Deaf, The Governor Morehead School for the Blind, and the Early Intervention Preschool Programs . This document fulfills the requirements of the Department of Administration's State Surplus Property Agency for disposing of state property.

The OES Central Office Surplus Property Coordinator is responsible for ensuring that proper procedures are followed when surplus any OES equipment.

All state property must be disposed of properly through the State Surplus Property Agency. State property may not be sold by state agencies, nor may it be donated to another agency/individual.

The State Surplus Property Office is responsible for the process of bidding and selling. The description of property offered for sale is compiled from data made available by the OES Agency.

**Procedures**

**IDENTIFYING EQUIPMENT FOR SURPLUS**

OES Agency staff must notify the responsible person within the agency who is responsible for determining when equipment needs to be surplus. [Form FAS 08-01](#) must be filled out and forwarded to the agency stock clerk. The agency stock clerk will be responsible for ensuring that proper procedures are followed at their agency's location.

After equipment has been identified as surplus equipment this information will be entered into the State Surplus Property web-based disposal form by the agency stock clerk. The equipment needs to be stored in a separate location and protected from theft or alteration in any way.

## REQUESTING ITEMS FOR SURPLUS

1. The OES Surplus Property Coordinator must approve and submit the information provided by each Stock Clerk to the State Surplus Property Agency. This is accomplished by using the State Surplus Property web-based disposal form.
2. The disposal form should be completed to include:
  - Date
  - Department Number
  - Budget Code
  - Fund Number
  - RCC Number
  - Contact Person's Name
  - Telephone Number
3. For items being sent to the State Surplus Property Warehouse, labels will be sent to the agency contact to be attached to surplus items. For items being surplused on-site, labels are not required.
4. All items for surplus must be properly tagged with the computerized labels provided by the State Surplus Property Agency before they can be delivered. It is the responsibility of the sending Agency to deliver the items to the State Surplus Property Agency.
5. Delivery date and time for delivery of items to be surplused must be coordinated with the State Surplus Property Agency before delivery. All appointments for delivery are made according to space availability in the warehouse. The number to call to schedule delivery is **(919) 733-3889**.
6. Appointments for the delivery of ANY computer equipment, including printers, must be made by calling the computer warehouse site at **(919) 733-2885**.

## REMOVING SURPLUSSED EQUIPMENT FROM FIXED ASSET INVENTORY

Whenever equipment that is included in the Agency's Fixed Asset Inventory is surplused, a revision needs to be sent to the DHHS Controller's Office in order to update the Agency's Inventory.

Form [FAS 1](#) must be completed to indicate that the equipment was sent to the State Surplus Property Office.

The original form is sent to the Controller's Office and one copy is kept at the Agency, in the event that the item is still included in the annual inventory list. If that is the case, an explanation of the disposition of the equipment must be added to the inventory listing and a copy of form **OES:FAS 08-01, "Equipment Disposal-State Surplus"** should be attached to the annual inventory listing.