



**State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
State Surplus**

**Surplus Property Transfer
Instructions**

- A. PURPOSE:** State agency report of identified surplus property & disposal of property approval request to Surplus Administrator. If reporting a vehicle for surplus, form must also be approved by the State Fleet Manager.
- B. VERSIONS:** Forms: there are two forms available
- B.1. 001A**, to surplus all items except vehicles; and
- B.2. 001V**, to surplus vehicles only
- C. FORM SUBMITTAL PROCESS**
- C.1.** Agency designates personnel authorized to surplus property on its behalf and submits a completed DCAM-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 Transfer Request:
- C.2.1.** Agency staff or Agency Authorized Surplus Officer downloads the form from www.dcs.ok.gov and saves it on the PC.
- C.2.2.** Upon download from the website Surplus Property Transfer form is opened from PC, filled out, saved, attached to the email and sent to the Agency Authorized Surplus Officer for approval because ONLY the Agency Authorized Surplus Officer is allowed to submit Surplus Property Transfer to DCAM emails provided on the form. Form is to be emailed **ONLY**; email address is provided on the form.
- C.2.3.** Agency Authorized Surplus Officer saves the Surplus Property Transfer form on the PC, checks required authorization areas on the form and reattaches the form to the email that is sent to DCAM.
- C.3.** Property Transfer Approval:
- C.3.1. Surplus Administrator** – approves all property transfer requests except vehicles
- C.3.2. Fleet Manager and Surplus Administrator** – approves vehicle transfer requests (Send to Fleet Manager first.)
- C.3.3.** Surplus Administrator or Fleet Manager 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:** Document consist of two sheets "FORM" and "LIST" (located at bottom left of screen)



- D.1.1.** Sheet "FORM" – identifies the surplus agency, requires justification for property transfer and recommendation of property disposal method
- D.1.1.1.** "Agency" – drop down box field with names of all state agencies carrying 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 the OMES Central Purchasing Department. An Agency may designate an Authorized Surplus Officer by completing DCAM-FORM-CP-001, http://www.ok.gov/DCS/State_Surplus/index.html, and submitting it to the Central Purchasing Department.
- D.1.2.** Sheet "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 have to be in same condition in order to be listed together.

D.1.2.2. “Serial #” – on form 001V type 17 characters of Vehicle Identification Number (VIN)

D.1.2.3. “Category”

D.1.2.3.1. Authorized Surplus Officer of the agency is required to classify surplus property;

D.1.2.3.2. Form 001A - drop down box provides 26 Category options to select from. Columns J through L provide descriptions of how PeopleSoft/Oracle commodity classes correspond to the 26 categories.

D.1.2.3.3. Form 001V - automatically enters “Vehicles” when corresponding field under “Description and/or Make of Item” is entered

D.1.2.3.4. Additional information can be found on the DCAM website, State Inventory of Assets page at:
http://www.ok.gov/DCS/Administrative_Units/Finance/Statewide_Inventory_of_Assets.html

D.1.2.4. “ID# or Tag” – asset management code assigned to the property by the agency Inventory Control Officer

D.1.2.5. “Value” – current estimated value; if current value is unknown, enter original purchase price or zero

D.1.2.6. “Condition” – excellent, good, fair, damaged, needs parts, unknown

D.1.2.7. “Mileage” – vehicle current odometer reading (applicable to Form 001V only)

D.2. Security: Data entry fields and check boxes are available for editing, all other cells are locked