

Inventory Surplus Procedures

The CGA is responsible for the secure storage of over 6,000 assets and numerous supplies all of which require special handling when disposition is necessary. These assets fall into three types each of which have specific requirements in order to remove the assets from the premises.

Asset Types

1. Tracked assets– Assets valued less than \$5,000.00 at time of procurement.
Tracked assets are entered in the Peoplesoft assets database only at the custodian's request. Custodians use the database to keep track of the location of these assets. It is the decision of the custodian to record a tracked asset in the database.
2. Capital Assets – Assets valued at \$5,000.00 or greater at time of procurement. All capital assets are recorded in the assets database.

Methodology for Posting Surplus

Upon notification from an asset custodian the asset manager will inspect the item requiring disposal. The condition will be determined and the asset will be removed from the custodian and placed in a secure location.

- Notification of surplus can be by email for asset types not in Peoplesoft and by use of the disposal worksheet in the Peoplesoft system for asset types that exist in the asset system. The asset manager will receive a workflow email from Peoplesoft when a disposal request has been entered.
- Technical equipment with hard drive must have their hard drives removed or destroyed prior to the asset manager taking custody of the asset.
- For assets that are in Peoplesoft Asset Management the asset location and the custodian will be changed to indicate the asset manager now has secure custody of the item.

Tracked Assets and Supplies

Tracked items and supplies that have no value, are not recyclable, and are not computer or electronic in nature can be disposed of in the daily trash. Tracked assets must have their status updated in Peoplesoft to Disposed by approving the disposal request from the custodian and running the load asset process. The location will be updated to disposed and reference 'Trash' in the information field.

Tracked items and supplies that have a value must be posted to the Public Surplus site for auction.

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Capital Assets

All capital assets must be posted on the Public Surplus web site to initiate the auction/disposal process. If an asset is not in working condition the asset should be posted as scrap.

Computer and Technical

Computer and technical equipment, of any type, requiring pick up from Creative Recycling will need to be posted on the Property Distribution site. Prior to posting, a Certificate of Destruction/Recycle ticket will be generated from Public Surplus. Creative recycling accesses the data on the Creative Recycling site to ensure they are picking up only assets that have been posted.

Process for Disposition

Auctions

Once the asset manager takes custody of an asset(s) the asset(s) is posted to the Public Surplus site and an auction number is assigned. The auction will post for internal state agencies for 7 days and then go to open auction for 14 days. The asset manager will receive an e-mail when the auction is sold and when applicable, payment is received.

The asset manager will then work directly with the customer to arrange pick-up times.

Once a pick-up time is arranged the asset manager will enter a guardian work order for the asset to be brought to the loading dock. The asset manager will print sales tickets from the surplus site for signature of the buyer upon delivery of the asset.

Disposal of Computer/Electronic data

Having been posted to Public Surplus and receiving a Certificate of Destruction/Recycle, computer and electronic equipment will then need to be posted to the Property Distribution site. A recycle number will be generated from Property Distribution.

The asset manager will complete the necessary form and forward it to Creative Recycling to arrange pickup. The asset manager will coordinate directly with Creative Recycling to arrange pick up. A work request will be entered into the Guardian system to arrange to have the assets brought to the loading dock.

Assets Leaving the Premises

When the asset leaves the premises the asset manager will:

If applicable, update the Peoplesoft asset status to disposed by approving the disposal request from the custodian and running the load asset process. They will also update the location to disposed and reference the auction number in the information field.

All backup data and signed receipts will be filed in the asset folder in the appropriate fiscal year.

Asset Management Disposal Process





