

**GOVERNMENT OF THE DISTRICT OF
COLUMBIA**



**SURPLUS PROPERTY
POLICY &
PROCEDURES**

OCP Policy No.	9000.02
Expiration Date:	Until Rescinded

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SURPLUS PROPERTY POLICY & PROCEDURES

SURPLUS PROPERTY PROGRAM

A. GENERAL PROVISIONS:

1. Purposes

- a. The District of Columbia State Agency for Surplus Property (D.C. SASP) is responsible for effecting the fair and equitable distribution of federal surplus personal property, whether by sale, donation, or transfer, in accordance with the Federal Property and Administrative Services Act.
- b. The Office of Contracting and Procurement Surplus Property Division (SPD) is responsible for effecting the fair and equitable distribution of District surplus personal property, whether by sale, donation, or transfer.
- c. The Office of Contracting and Procurement (OCP) shall publish on the OCP website all forms used for the purpose of disposing of federal and District surplus property.
- d. OCP shall publish on the OCP website records of all transfers of federal and District surplus property.

2. Authority

- a. Final Rulemaking published at 30 DCR 2209 (May 13, 1983), incorporating Proposed Rulemaking published at 24 DCR 1705 (August 19, 1977); as amended by Final Rulemaking published at 60 DCR 9345 (June 21, 2013).
- b. 27 DCMR Chapter 9

SURPLUS PROPERTY POLICY & PROCEDURES

INVENTORY CONTROL

I. INTERNAL CONTROL:

Each District agency is responsible for all personal property in its custody whether purchased from appropriations or other authorized funds, or acquired by transfer, donation, or other authorized means. Each District agency shall ensure that the personal property is properly utilized and managed in the best interest of the District government

- a. Each District agency director shall designate in writing to the CPDO:
- b. An administrative employee who shall serve as an Accountable Property Officer (APO); and
- c. An administrative employee who shall serve as an alternate APO.

The APO shall be responsible for:

Maintaining records that reflect accountability of property assigned to the agency

- a. Ensuring the proper utilization and care of all property assigned to the agency;
- b. Reconciling physical inventories with property records and inventory databases; and
- c. Approving transfers of, accounting for, and reporting dispositions of agency personal property to SPD by utilizing the property disposal action form.
- d. Approving Access to GSA and completion of 122 Form.

The D.C. SASP and the SPD shall maintain a shared electronic inventory control system to monitor all federal and District surplus personal property in their possession. The system shall contain the following information for each item of surplus personal property:

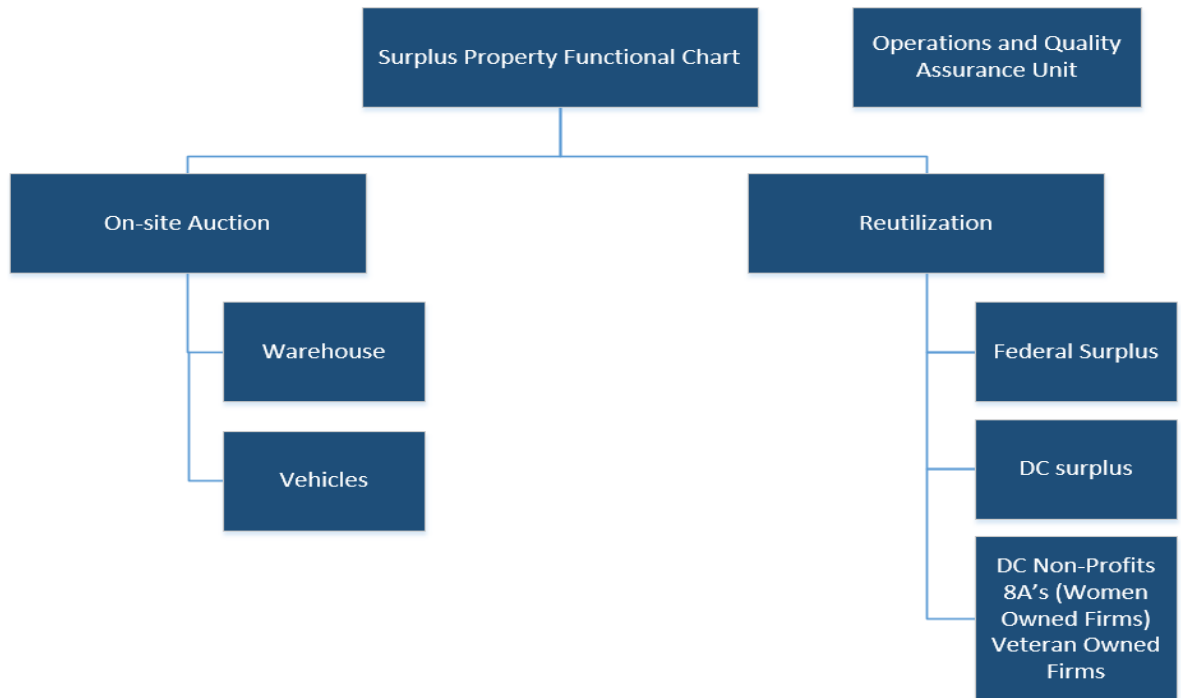
- a. The date of receipt of property;
- b. The agency from which the property was received;
- c. A description of the property, including quantity and condition;
- d. A photograph of the property; and
- e. The estimated value of the property.
- f. The Office of Contracting and Procurement Surplus Property Division (SPD) is responsible for effecting the fair and equitable distribution of District surplus personal property, whether by sale, donation, or transfer.
- g. The Office of Contracting and Procurement (OCP) shall publish on the OCP website all forms for the purpose of disposing of federal and District surplus property.
- h. OCP shall publish on the OCP website records of all transfers of federal and District surplus property

SURPLUS PROPERTY POLICY & PROCEDURES

ROLES AND RESPONSIBILITIES OF PROGRAM PARTICIPANTS

I. FUNCTIONAL CHART

Surplus Property-Functional Chart



II. RESPONSIBILITIES OF THE CHIEF PROPERTY DISPOSAL OFFICER

The Director shall delegate to the Chief Property Disposal Officer (CPDO) specific responsibilities that include:

- a. Acting as the District of Columbia State Agent (State Agent) for purposes of disposing of federal surplus personal property. The State Agent shall be the Chief of D.C. SASP, and may make charges, assess fees, and distribute surplus personal property in accordance with all federal laws and regulations governing the donation and transfer of federal surplus property;
- b. Acting as the Chief of the SPD for purposes of disposing of District surplus personal property in accordance with District law and regulations governing the sale, donation, and transfer of District surplus property;

- c. Maximizing the investment recovery value of surplus personal property and effective oversight and management of personal property utilization.
- d. Maintaining office and warehouse facilities for requesting, receiving, staging, displaying, storing, and shipping all categories of surplus personal property;
- e. Examining the property records of each agency to determine the adequacy and accuracy of the property records; and
- f. Determining who shall be authorized to enter the District's warehouse to select property.

III. RESPONSIBILITIES OF THE PROPERTY DISPOSAL SPECIALIST

- a. Serves as a technical specialist, a property disposal specialist or similar program role, exercising significant responsibility in the District Government's Personal Property Management Program. Disposes and utilizes a broad range of specialized and complex property with the District government and eligible local public and private not-for-profit, tax-exempt organizations.
- b. Manages the transfer of useable personal property to District government from Federal agencies coordinating and executing the transfer of surplus personal property to authorized donees.
- c. Conducts field/site visits to coordinate Federal and State Agency screening and on-site inspection of for disposal, reutilization and transfer. Provides guidance and assistance in disposal and/or acquisition of excess/surplus personal property. Assists agencies disposing of excess personal property by developing disposal plans to meet customer needs in accordance with Federal regulations and guidelines.
- d. Analyzes property utilization and donations policies and regulations for a variety of Federal, State, and/or donation programs for problems and policy compliance. Ensures property is adequately and efficiently accounted for, screened, described, used and made available to other organizations. Provides advice and assistance in redistributing property when activities have program problems such as a lack of time or expertise, overstocked inventories, etc. Searches for unusually complex, difficult to find or high demand emergency essential items.
- e. Determines the eligibility of public, private and not-for-profit organizations seeking for participation in the FS SASP. Develops and administers DC SASP initiatives for evaluating program performance and findings to make recommendations to those organizations to meet compliance criteria and program needs.
- f. Conducts market research for property; determines if special marketing attention is required; analyzes and interprets market info to identify demand, uses and sales methods.
Inspects personal property reported by various departments and agencies as excess/surplus, obsolete, worn-out, or damaged; recommends transfer or disposal of such property. Reviews and analyzes the use of personal property throughout the District government to determine instances of wasteful and unsanitary storage practices; to disclose excessive stock piling and storage of non-useful material; and to reveal retention of obsolete and unserviceable property.
- g. Prepares documentation initiated by designated APO for transfer, reutilization and disposal of excess/surplus personal property. Develops new procedures for office automation to expedite the acquisition of property to the requesting organization
- h. Upon assignment consults with property accounting officials of the various departments regarding requirements of the Property Regulations.
- i. Applies property utilization and donation policies and principles to analyze a wide variety of Federal, State, and/or donee programs for problems and policy compliance. Ensures property is adequately and efficiently accounted for, described, used, and made available to other organizations. Provide guidance, advice, and assistance in redistributing property when activities have program problems such as lack of time or expertise, overstocked inventories, or during organizational moves. Also assist in searching for uncommon, high demand, or emergency essential items.

- j. Provides advice and guidance to agencies on the interpretation and use of disposal policies, procedures, methods and practices. Studies workload reports to monitor the amount of property received and allocated, the time it takes to dispose of the property, and the effectiveness of the disposal methods used. Recommends changes in policies and procedures to supervisor based on recurring problems and questions, and the use of modified techniques. Analyze new programs, develop policies, and prepare implementing instructions.
- k. Within limits of a general assignment, screens all types of personal property, except drug products, excess to requirements of the Federal Government.

IV. RESPONSIBILITIES OF THE PROPERTY DISPOSAL SPECIALIST

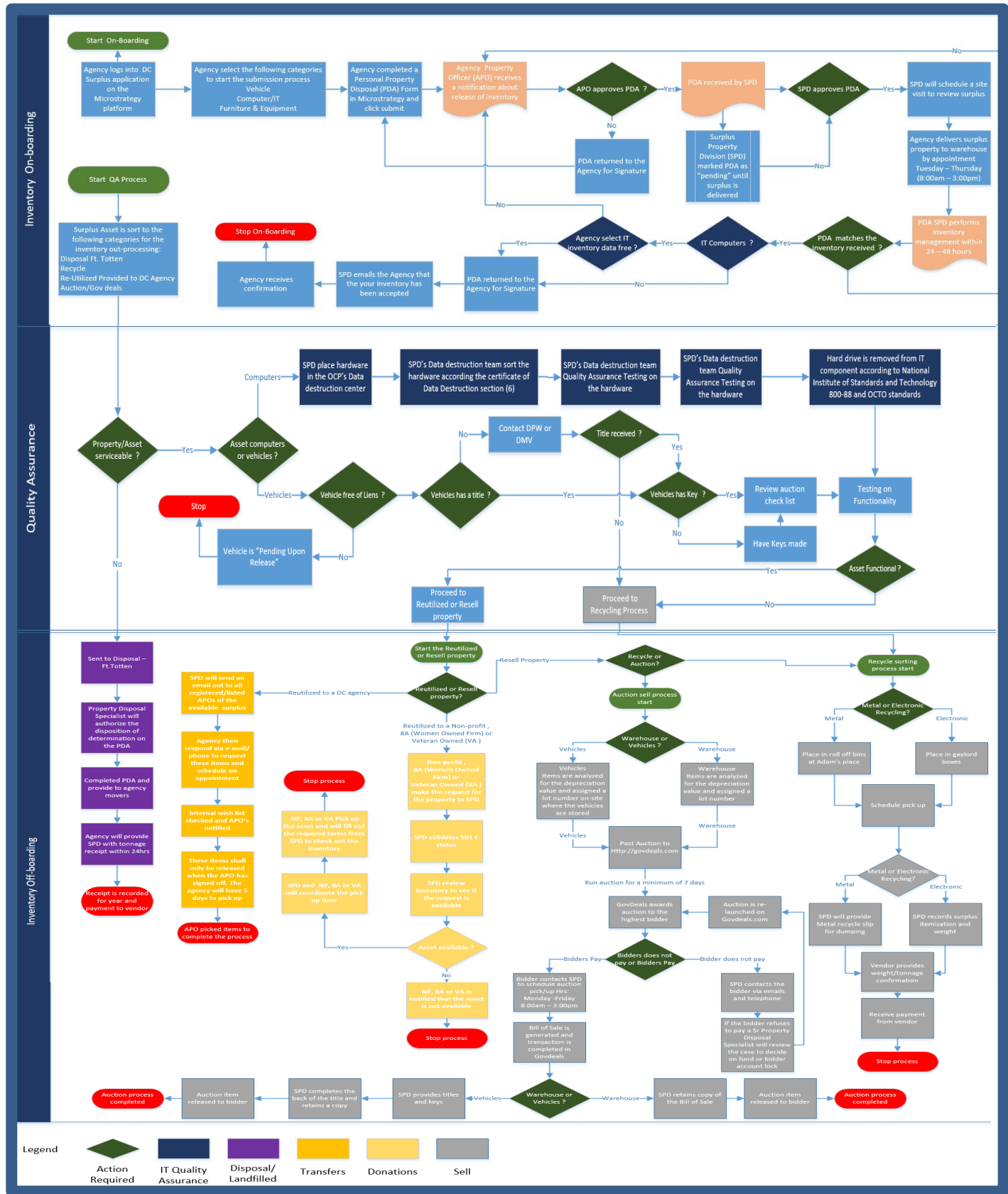
- a. Serves as a technical specialist, a property disposal specialist or similar program role, exercising significant responsibility in the District Government's Personal Property Management Program. Disposes and utilizes a broad range of specialized and complex property with the District government and eligible local public and private not-for-profit, tax-exempt organizations.
- b. Manages the transfer of useable personal property to District government from Federal agencies coordinating and executing the transfer of surplus personal property to authorized donees.
- c. Conducts field/site visits to coordinate Federal and State Agency screening and on-site inspection of for disposal, reutilization and transfer. Provides guidance and assistance in disposal and/or acquisition of excess/surplus personal property. Assists agencies disposing of excess personal property by developing disposal plans to meet customer needs in accordance with Federal regulations and guidelines. Analyzes property utilization and donations policies and regulations for a variety of Federal, State, and/or donation programs for problems and policy compliance. Ensures property is adequately and efficiently accounted for, screened, described, used and made available to other organizations. Provides advice and assistance in redistributing property when activities have program problems such as a lack of time or expertise, overstocked inventories, etc. Searches for unusually complex, difficult to find or high demand emergency essential items
- d. Determines the eligibility of public, private and not-for-profit organizations seeking for participation in the FSPAP. Develops and administers DC SASP initiatives for evaluating program performance and findings to make recommendations to those organizations to meet compliance criteria and program needs
- e. Conducts market research for property; determines if special marketing attention is required; analyzes and interprets market info to identify demand, uses and sales methods.
- f. Inspects personal property reported by various departments and agencies as excess/surplus, obsolete, worn-out, or damaged; recommends transfer or disposal of such property. Reviews and analyzes the use of personal property throughout the District government to determine instances of wasteful and unsanitary storage practices; to disclose excessive stock piling and storage of non-useful material; and to reveal retention of obsolete and unserviceable property
- g. Prepares documentation initiated by designated APO for transfer, reutilization and disposal of excess/surplus personal property. Develops new procedures for office automation to expedite the acquisition of property to the requesting organization
- h. Upon assignment consults with property accounting officials of the various departments regarding requirements of the Property Regulations

V. RESPONSIBILITIES OF AGENCY PROPERTY OFFICER

- a. APO's use the PDA to identify and report the personal property owned by or in the custody of their Department/Agency
- b. The SPD uses the PDA to survey personal property reported as excess by the various District government departments/agencies

- c. Approve/authorize, receipt of requested surplus items and/or Federal Surplus request (Form 122)
- d. Communicate disposition/disposal instructions to APOs for personal property reported as excess
- e. Declare excess personal property surplus, when no known need exists for the property in the Government of the District of Columbia
- f. Grant/communicate authorization for the sale, disposal, destruction and/or abandonment of surplus personal property

ASSET RECOVERY MAP



LEAN SORTING FRAMEWORK



The concept of “Lean,” which is essentially a team-based approach to continuous improvement focused on eliminating non-value added activities or “waste” from the viewpoint of the Federal and Local agencies as well as non-profit companies and 8(a) firms customers. According to the Procurement Practices Reform Act (PPRA) Section – 802. Disposition of Surplus (a) The CPO may transfer District surplus goods to an organization qualified as tax exempt under section 501 of the Internal Revenue Code of 1986, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501), or state, county, or municipal jurisdictions after an attempt has been made to: Transfer property within an agency; Transfer property between agencies; and auction the property for sale. The lean sorting processes in Surplus Property execute the requirements outlined in the PPRA. The asset along with Property Disposal Action form is distributed between 24 to 72 hours into four categories.

- A. The first category involves reutilization of the asset and is used when the property is transferred within an agency or between agencies.
- B. The second category involves the auction or reselling method and is when the asset is distributed to auction platform for sale to generate revenue for the District of Columbia.
- C. The third category involves the recycling method and is used when unsalvageable property is allocated to generate revenue for the District of Columbia. This reduces transfer station costs.
- D. The final category involves the transfer station process and is used as the last resort of the distributed incoming asset.

*If the asset item is a computer, and a hard drive is found, the designated testing official is responsible for removing the hard drive and must complete a Certificate of Data Destruction form

PROPERTY DISPOSAL FORM AND INSTRUCTIONS

INSTRUCTIONS

(Please type or print in black or blue ink)

From: This section is generally self-explanatory. Provide the name of the Department and Agency/Division, the Address, and Telephone Number of the organizational unit owning or having custody of the property to be reported for disposition. Assign and include a PDA Number for the document (the PDA No. is a document identifier number assigned by the reporting department/agency. It usually consists of an agency identifier, the fiscal year and a sequential numerical identifier, e.g. OCP-02-001); and include the date the document was prepared.

Quantity: Indicate the quantity (number) of a particular piece of property or line item that is being reported for disposition.

Description: Provide a description of (define) each piece of property or line item being reported for disposition. Include descriptive information such as the item name, noun or nomenclature, manufacturer or make, model or serial number, type, material or other descriptive characteristics.

Unit: Identify the unit of issue of each piece of property or line item being reported for disposition; e.g. Each (Ea), Package (Pkg), Hundreds (Hd), Set (St), Case (Cs), Bundle (Bd), etc.

Acquisition Cost: Provide both the unit and total acquisition costs for each line item of property reported for disposition. The acquisition cost is the cost to the original owner of the property at the time of purchase, or the cost to the owning/custodial agency of the property at the time of acquisition if any such cost were incurred. Unit cost is the cost per unit of issue and total cost is a product of the unit cost times the quantity.

If the actual acquisition cost is unknown, provide the most intelligent and accurate estimate possible, but **do not** leave Acquisition Cost blank.

Total: Indicate the total acquisition cost of all property reported for disposition on the PDA (add the total acquisition costs of all line items).

Action Requested: This section provides the APO a means to communicate his/her intentions to the SPD and to request a disposition determination for the property reported. The APO should check the appropriate box, ***Excess to the needs/requirements of this activity; Request authorization to transfer to; Request authorization for trade-in/exchange sale; or Other*** as

appropriate to either the status of the property reported for disposition and/or the APO's intentions for the property or both. Check the appropriate box(es) indicating as to whether the property reported for disposition is *Serviceable* or *Unserviceable*, or *Repairable* or *Uneconomical to repair*.

If requesting transfer of the property to another entity of the Government of the District of Columbia (DC Government Property cannot be transferred to any entity outside of the DC Government) provide the name of the agency, the name of an agency contact person and a telephone number for the contact.

If requesting authorization for *Trade-in* or *Exchange Sale* (exchange sale is the sale of personal property in exchange for like replacement property, credit or future monetary consideration) of the property reported for disposition, provide the name of the organization or business entity with whom the proposed trade or exchange sale will be made, the name of a contact person within that organization or business and a telephone number for the contact.

If requesting authorization for any *Other* disposition, provide complete and detailed information regarding the request in the space indicated and/or attach additional documentation as necessary.

Signature: The Accountable Property Officer of the Department/Agency owning and/or having custody of the property is to sign the PDA and forward it to the SPD for disposition (the APO is a supervisory or administrative employee appointed by the Department Head and vested with the authority and responsibility of effecting the physical and fiscal accountability of the personal property assigned).

If the APO is unavailable to sign the PDA, it may be signed by a duly authorized and/or designated alternated. Otherwise, the Department Head must sign the PDA.

Disposition Determination: This section of the PDA is to be completed by the Surplus Property Division. **No entries are required, and none should be made, by the reporting agency.**

PROPERTY DISPOSAL ACTION

TO: Office of Contracting & Procurement
 Surplus Property Division
 2100 Adams Place, NE, 2nd Floor
 Washington, DC 20018-3627
 (202) 541-6017 or Fax (202) 576-7111

1. PDA No.		2. Date	
3. Department			
4. Agency/Division			
5. Address			
6. Telephone		7. Fax No.	
8. Contact Person(s)			

9. PROPERTY FOR DISPOSAL AND/OR TRANSFER

(a) Item No.	(b) Description <small>(Item name, manufacturer, serial & model number, type material)</small>	(c) Quantity	(d) Unit	Acquisition Cost	
				(e) Unit	(f) Total
Total					

10. ACTION REQUESTED *(To be completed by requesting agency) Relief from accountability and responsibility for government property as listed above.**

a. Excess to needs/requirements of this activity;
 Serviceable Unserviceable
 Repairable Uneconomical to repair

b. Request authorization to transfer to:
 Agency:
 Contact:
 Telephone:

c. Request authorization for trade-in/exchange sale
 To:
 Contact:
 Telephone:

d. Other:
 Explain: _____

Signature: _____
 Agency Accountable Property Officer

11. DISPOSITION DETERMINATION *(To be completed by Personal Property Division, actions directed, to be performed by Requesting Agency.) DO NOT WRITE IN THIS BOX.*

a. Deliver property to refuse disposal transfer station, scrap dealer, or landfill. *

b. Deliver property to PPD Warehouse. *

c. Property sold or to be sold at public auction. *

d. Other: _____

***NOTE:** Once action is complete, you should drop property from your accountable property records.

PPD Approval: _____
 District of Columbia Property Disposal Officer

Copy Distribution: Original - To be returned to Property Manager by PPD Copy 2 - PPD Inventory Control 99-006570/45
 Copy 1 - PPD Warehouse Operations Copy 3 - To be retained by Agency Accountable Property Manager DC 2620-8 (Rev. 9/2002)

IT SORTING PROCESS

Instructions for data Destructions



When an agency submits a CPU to our Surplus Property Division, please follow the mandatory steps below:

- 1) The SPD receiving official will inventory and document each CPU according to the serial number listed on the Property Disposal Action (PDA). The PDA is to be completed by the submitting Agency. If the item is not itemized, the receiving official must manually record the item to the PDA and notify the submitting agency of the omission. If the PDA is accurate, the SPD receiving official will stamp the PDA as received, forward a copy to the submitting agency and submit the original to the SPD Administrative Staff to be saved on the shared network. Tag all received items with PDA or an identifying record of origin, sort received surplus.
- 2) ALL CPUS must be labeled with a copy of the original PDA or an identifying record of origin and placed in the designated testing area of the warehouse.
- 3) The designated testing official will perform the task of inspecting each CPU for a hard drive, removing the hard drive and performing a functionality test to determine the operational status.
- 4) To TEST CPU: Plug the CPU into the power supply and to a monitor to test. Power on the CPU, if the CPU reboots successfully, it's considered to be of working status. A CPU is only considered non-working if it doesn't power on when tested.
- 5) While testing, the official will scan each item into inventory according to operational status and batch for auction.
- 6) If a hard drive is found, the designated testing official is responsible for removing the hard drive and must complete a "Certificate of Data Destruction", (see attached form). After completing the "Certificate of Data Destruction", each hard drive must be escorted to the Data Destruction Center, for proper destruction.
- 7) If the hard drives are not destroyed on the same day, the designated testing official must secure all hard drives in the Data Destruction Center until the next business day. **Under no circumstance, should any hard drives be left unsecured. The Data Destruction Center will be secured at the end of each business day.**
- 8) Once the hard drives have been destroyed, the designated testing official must sign, stamp and date the "Certificate of Data Destruction". **DO NOT sign/stamp/date this form until all hard drives listed have been destroyed.**
- 9) Scan and email a copy of the "Certificate of Data Destruction" to the submitting Agency's Accountable Property Officer (APO) and/Approving Official.
- 10) The original "Certificate of Data Destruction" must be submitted to the SPD Administrative Staff, who will save the certified destruction document to the shared network.



Certificate of Data Destruction



This form documents the destruction of the described items listed in Section 6) in accordance with the District of Columbia Surplus Property Division.

1) Agency: Office of Contracting & Procurement		2) Department/Division: Support Services			
3) Address: 441 4 th St. NW Washington, D.C		4) Telephone: (202)123-4567		5) APO /Contact Person: Jane Doe	
6) Data to Be Destroyed					
a) Item Number	b) Item Description	c) Serial Number	d) Quantity	e) Status	f) Method of Destruction
1.	Hard Drive	6VY11VDV	1	Functional/defective/scrap	Shredded
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**DC SURPLUS PROPERTY
 CERTIFIED
 DESTROYED**
 By: Khadija Fuller
 Date: 10-24-14 K.F.

I hereby certify that the assets identified above have been permanently destroyed in accordance with the District of Columbia Surplus Property Division Policy.

7. Jane Doe
 APPROVING OFFICIAL (PRINT NAME)

J. Doe
 SIGNATURE

10-24-14
 DATE

8. Khadija Fuller
 DATA DESTROYED BY (PRINT NAME)

K. Fuller
 SIGNATURE

10-24-14
 DATE OF DESTRUCTION

REF PDA No. OCP-100414

Please return copy of Certificate of Data Destruction to the Agency's APO/Approving Official upon completion. SPD official completing this form must stamp this form with personal SPD certified issued stamp.

REUTILIZATION PLATFORM

EXCESS PROPERTY FORM AND INSTRUCTIONS

The Request for Excess Property Form is a four part, dual use form, used by Agency Accountable Property Officers, (APO) and the Office of Contracting & Procurement's (OCP) Personal Property Division (PPD) to facilitate the requisition and issue (redistribution) of the excess and surplus personal property of the Government of The District of Columbia. APO's use the Request for Excess Property Form to identify and request the issue/re-distribution of excess personal property from the PPD warehouse; and the PPD uses the Request for Excess Property Form to issue/re-distribute excess personal to the various departments/agencies of the Government of the District of Columbia.

INSTRUCTIONS

(Please type or print in black or blue ink)

Property Issued To: This section is generally self-explanatory.

Block No. 1. Department

Block No. 2. Agency/Division

Block No. 3. Address

Block No. 4. Telephone Number

Block No. 5. Requested By

Quantity Requested:

Block No. 6. Indicate the quantity (the amount) of a particular piece of property or line item that is being requested.

Description:

Block No. 7. Describe (define) each piece of property or line item being requested; provide descriptive information such as the item name, the noun or nomenclature of the item, its manufacturer or make, the model or serial number and type of material or other descriptive characteristics.

Action Taken and Enter on Property Records:

Blocks No. 8. and 9. These sections are to be completed by the Personal Property Division. **No entries are required, and none should be made, by the requesting agency.**

Requesting Agency Authorization:

Block No. 10. This section is to be completed by the Accountable Property Officer of the Requesting Agency. If the APO is unavailable to sign the authorization, it may be signed by a duly authorized and/or designated alternated; otherwise, the Department Head must sign. (Although any District Government employee can request the re-distribution of excess personal property, only the agency's Accountable Property Officer (and alternate), or the Department Head can authorize the transfer of excess personal property into the accountable property records of a department/agency.

Property Request Issuance and Action Codes:

Block No. 11. This section is to be completed by the Personal Property Division.

***No entries are required, and none should be made, by the reporting agency.**



SURPLUS PROPERTY DIVISION

202-541-6017



REQUEST FOR STANDARD FORM (SF) - 122 TRANSFER ORDER EXCESS PERSONAL PROPERTY

Scan/Email (latrina.gross@dc.gov) or FAX Transfer Order Request Forms to (202) 576-7111. All requests will be processed in 48 hours. Questions may be directed to Ms. Latrina Gross

Incomplete Request Forms Will Not Be Processed

Please type or print

FEDERAL AGENCY PROPERTY TRANSFERRED FROM

(name and address - including zip code)

GSA WAREHOUSE
6808 LOISDALE ROAD
FRANCONIA, VIRGINIA 22152

DESCRIBE/LIST PROPERTY NEEDED TO BE OBTAINED

(attach separate sheet if necessary)

FURNITURE
EQUIPMENT
BOTH

DISTRICT OF COLUMBIA AGENCY PROPERTY TRANSFERRED TO

(name, address and zip code of destination)

ACTIVITY ADDRESS CODE **993**
(To be completed by PPD)

POINT OF CONTACT

NAME: _____
(person transporting property)

TELEPHONE: _____

FAX NUMBER: _____

Please indicate the date _____ and time _____ the SF-122 will be needed. ***Allow 48 hours for processing the SF-122, which will be faxed to you.*** Transfer order numbers, if not used, **expire in 7 business days** from the date issued, and must be marked EXPIRED and returned to PPD via fax before another is issued.

PLEASE FAX A COPY OF THE APPROVED SF 122 & PROPERTY INVENTORY TO SPD WITHIN 48 HOURS. FAILURE TO DO SO WILL RESULT IN RESTRICTION OF YOUR AGENCY'S FUTURE REQUESTS.

DESIGNATED APO AUTHORIZATION ONLY

NAME: _____ TITLE: _____
Type/Print *Type/Print*

SIGNATURE: _____ DATE: _____
Accountable Property Officer _____

REQ SF-122 (REV 11/25/10)



SURPLUS PROPERTY DIVISION

(202) 541-6017



REQUEST FOR STANDARD FORM (SF) - 123

TRANSFER ORDER EXCESS PERSONAL PROPERTY

Please **DO NOT** USE FAX COVER SHEETS—FAX Transfer Order Request Forms to (202) 576-7111. All requests will be processed in 48 hours. Questions may be directed to Ms. Latrina Gross at 202-541-6017 or latrina.gross@dc.gov
Incomplete Request Forms Will Not Be Processed

Please type or print

FEDERAL HOLDING AGENCY

(name and address - including zip code)

GSA Personal Property Center
6808 Loisdale Road
Franconia, Springfield, VA 22150

DESCRIPTION OF PROPERTY

(attach separate sheet if necessary)

- Furniture
- Equipment
- Both

CONSIGNEE AND DESTINATION

(name, address and zip code of destination)

SHIPPING INSTRUCTION

Contact person; name, telephone & fax number

NAME: _____
(person transporting property)

TELEPHONE: _____

FAX NUMBER: _____

Please indicate the date _____ and time _____ the SF-123 will be needed. **Allow 48 hours for processing the SF-123, which will be faxed to you.** Transfer order numbers, if not used, **expire in 7 business days** from the date issued, and must be marked EXPIRED and returned to PPD via fax before another is issued.

PLEASE FAX A COPY OF THE APPROVED SF 123 & PROPERTY INVENTORY TO PPD WITHIN 48 HOURS. FAILURE TO DO SO WILL RESULT IN RESTRICTION OF YOUR AGENCY'S FUTURE REQUESTS.

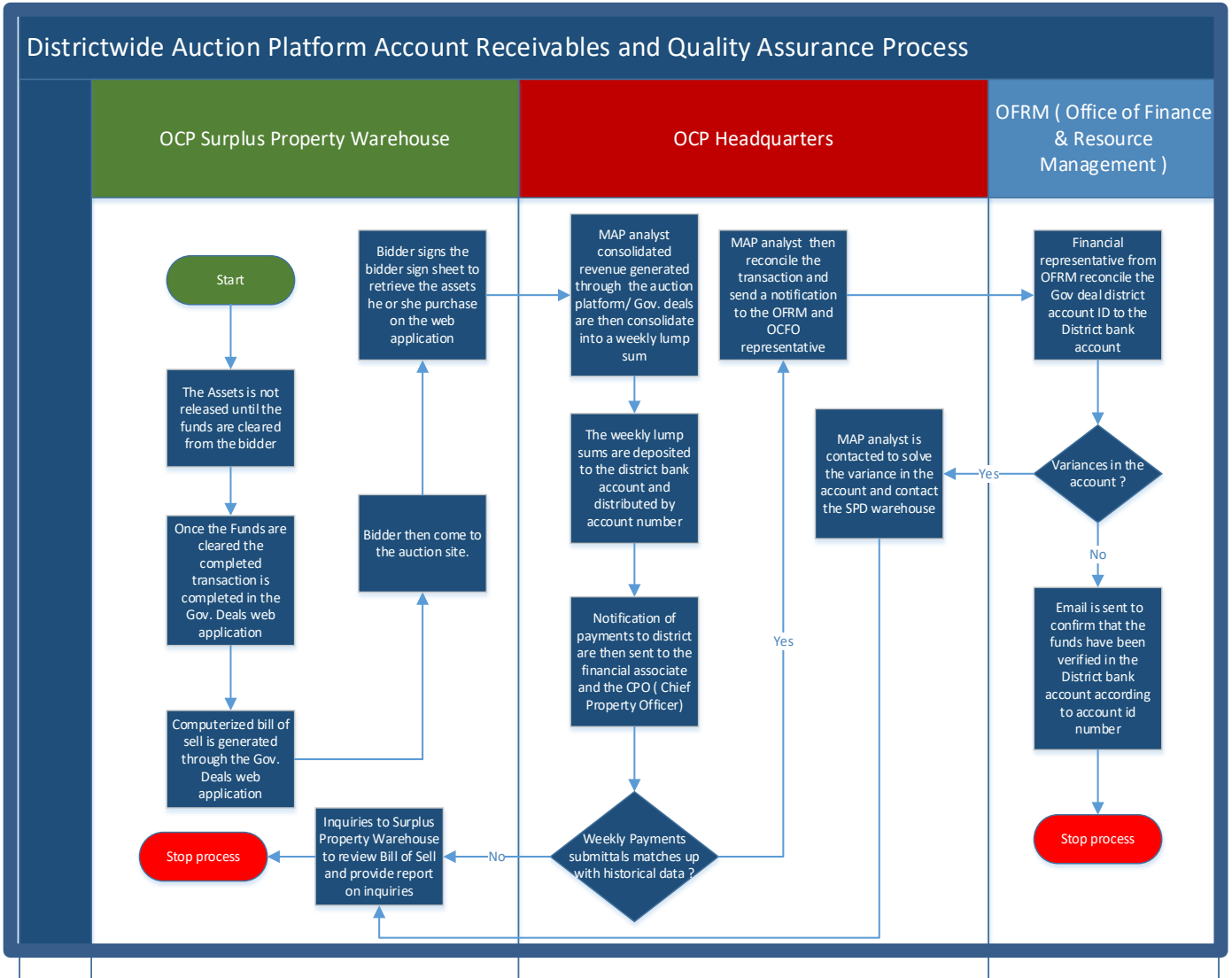
AUTHORIZATION TO BE COMPLETED BY REQUESTING OFFICE

NAME: _____ TITLE: _____
Type/Print *Type/Print*

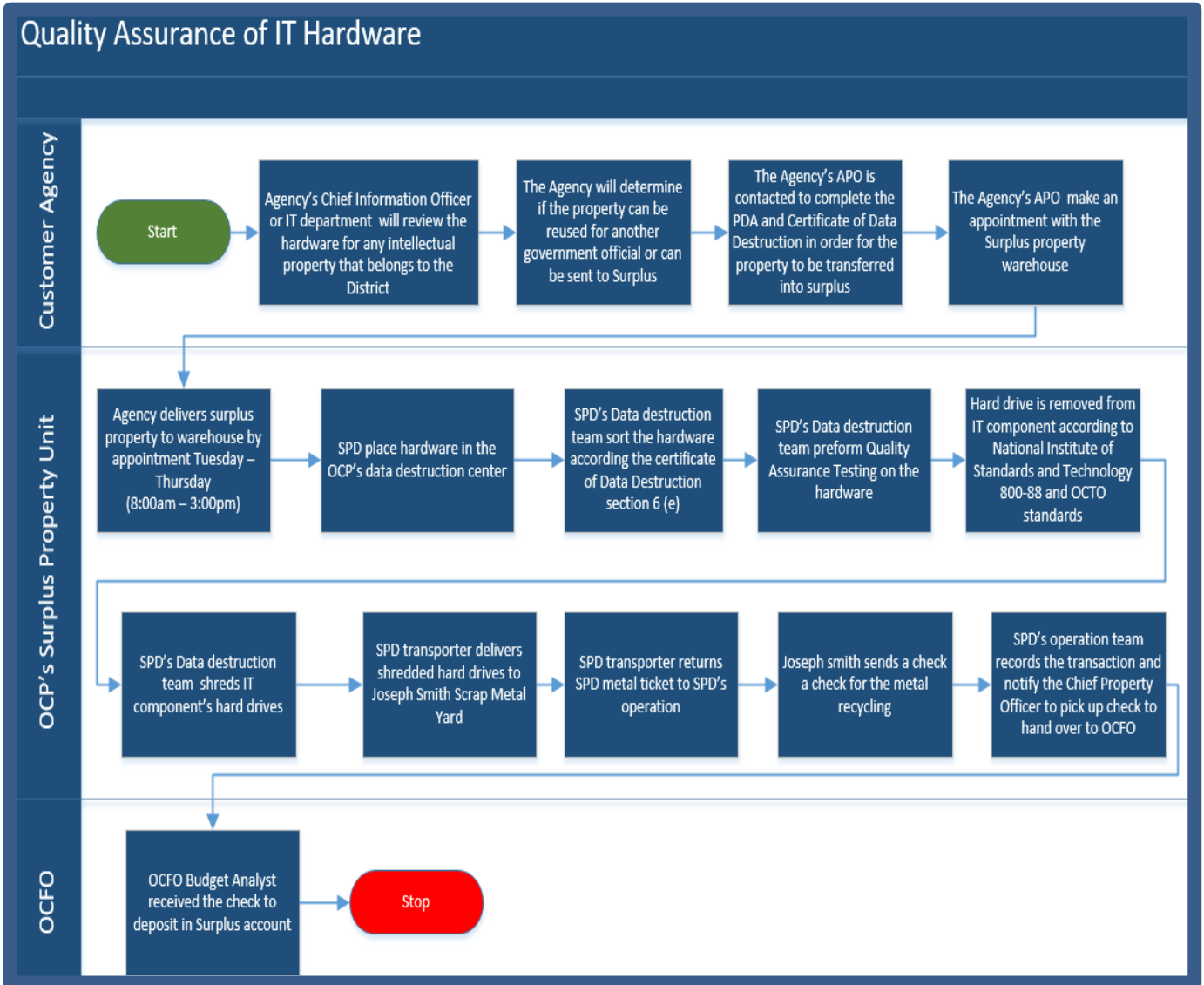
SIGNATURE: _____ DATE: _____
Property Disposal Officer or other authorized official

REQ SF-123 (1/11) rev. 11/17/2011

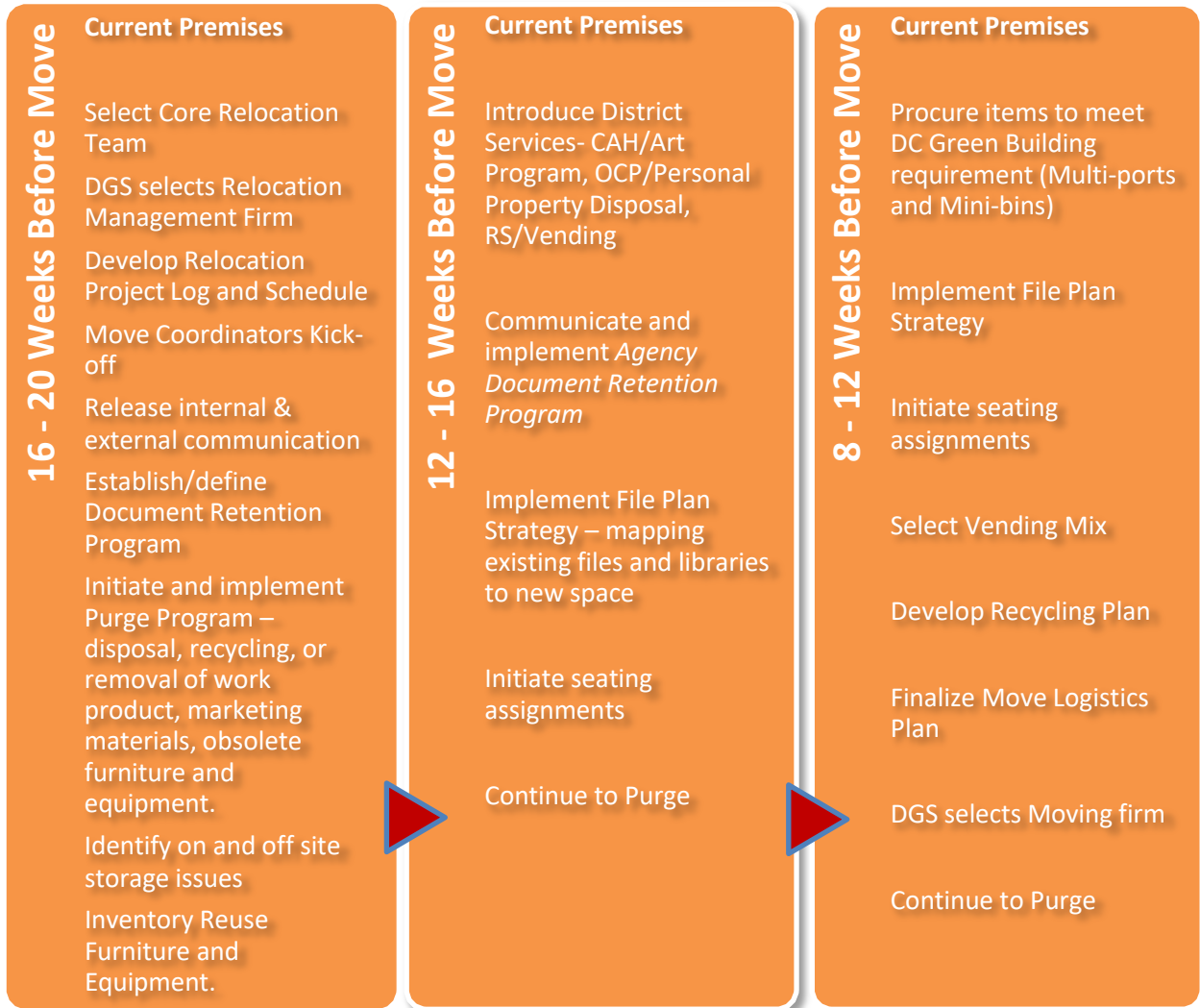
AUCTION PLATFORM ACCOUNT RECEIVABLES PROCESS



QUALITY ASSURNACE OF IT HARDWARE PROCESS



AGENCY LOGISTICS & DEPLOYMENT PROCEDURES



4 - 8 Weeks Before Move

Current Premises

Finalize seating and office assignments

Complete OCP PDA

Finalize OCP Catalog and Disposal Plan

Continue to Purge

2 - 4 Weeks Before Move

Current Premises

Remove, tag, and secure CAH Art Program assets

Crate/Pack non-essential items

Update District IDs

Coordinate with Construction to deliver/move brand new equipment to new site

Continue to Purge

1 day - 2 Weeks Before Move

Current Premises

Pre-move Briefings

Distribute Guidebooks

Received Move Packets w/ labels

Remove and secure CAH Art Program Assets

Packing and Tagging File Rooms

Pack Crates

Continue to Purge

MOVE DAY

Current Premises

Crates Packed and Ready to Go

Employee Check-out until 5:00pm

Employee departure 5:00pm

PC Disconnect begins at 5:00pm

Implement telephone migration

Transporting and Relocating Items and Reuse Furniture to new site

Next Business Day After Move Day

New Premises

Welcome to your new address

Help Desk

Unpack Crates

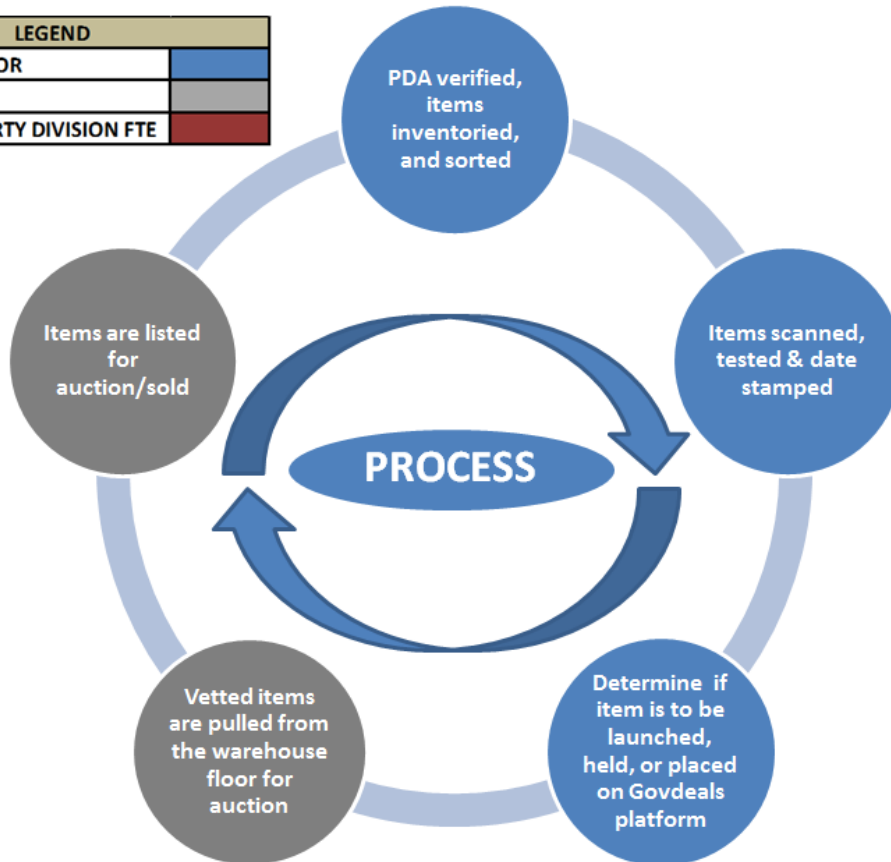
PC login, testing, printer networking

Stocking storage and filing areas

INSTRUCTIONAL INFOGRAPHICS

TESTED/READY FOR AUCTION PROCESS

LEGEND	
NON-CONTRACTOR	Blue
CONTRACTOR	Grey
SURPLUS PROPERTY DIVISION FTE	Red

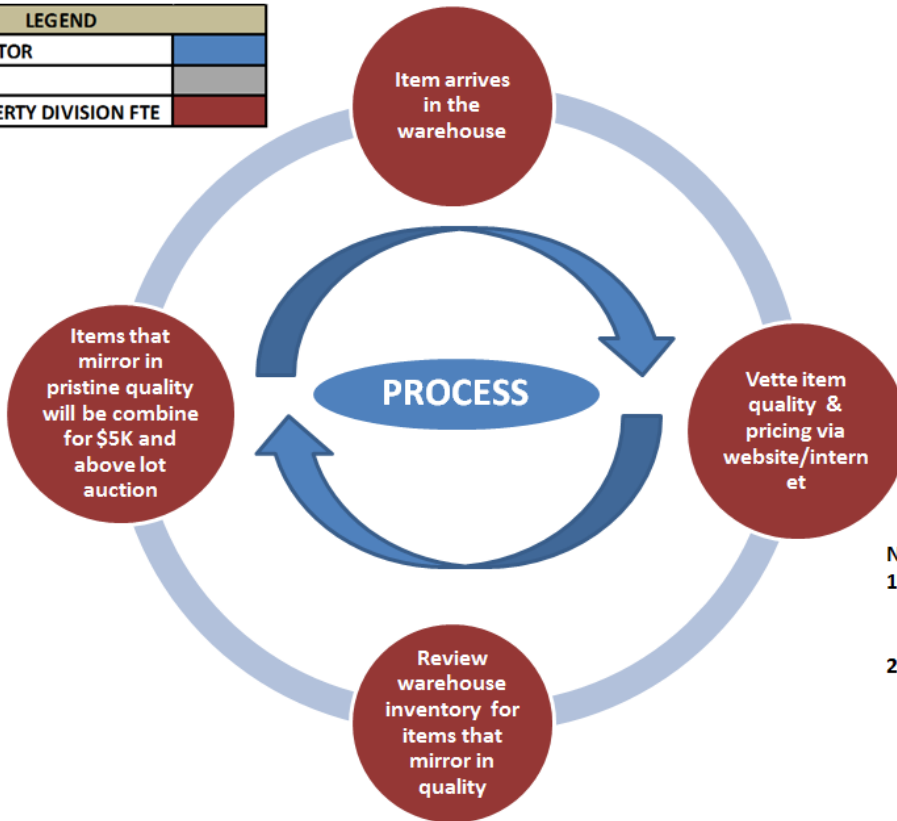


NOTE:

1. Staff reviews website daily to ensure a variety of items are listed for auction
2. SPD staff review paid, not picked up items report. If items are not claimed in 7 days, the item is relisted for auction

\$5K AND ABOVE AUCTION PROCESS

LEGEND	
NON-CONTRACTOR	Blue
CONTRACTOR	Grey
SURPLUS PROPERTY DIVISION FTE	Red

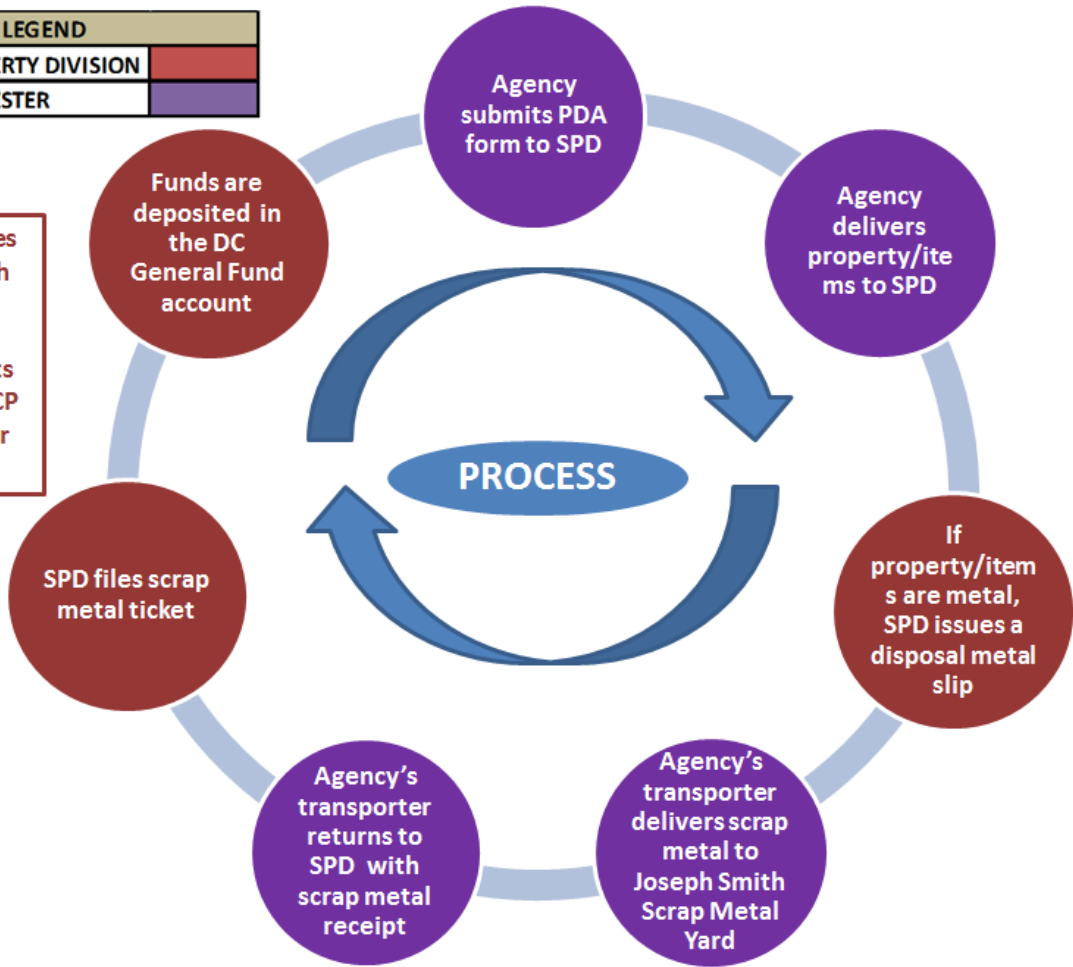


- Note:**
1. SPD staff discuss best practices for auctions daily
 2. Review paid not picked up & not paid list daily

SCRAP METAL PROCESS

LEGEND	
SURPLUS PROPERTY DIVISION	
AGENCY/REQUESTER	

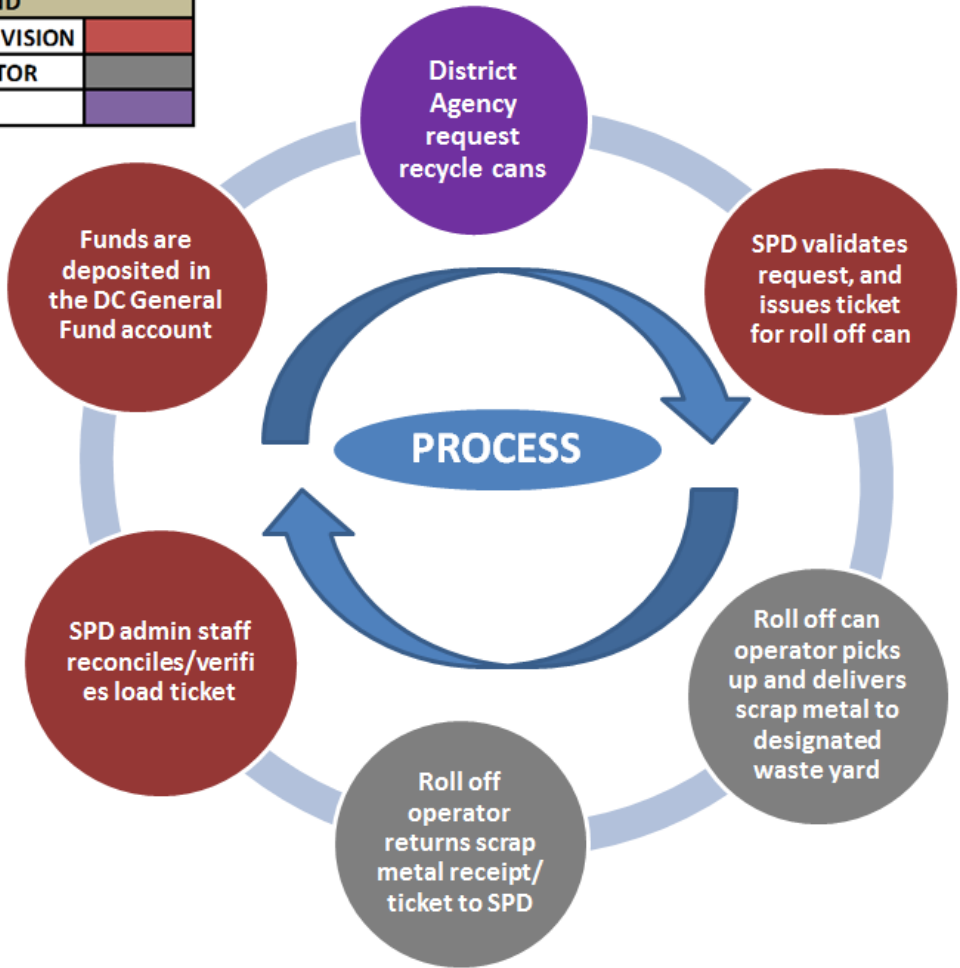
NOTE: SPD receives checks from Joseph Smith Scrap Yard every 2-4 weeks, SPD in turn submits those checks to OCP accounting/Fre' for deposit



AGENCY DUMPSTER SCRAP METAL PROCESS

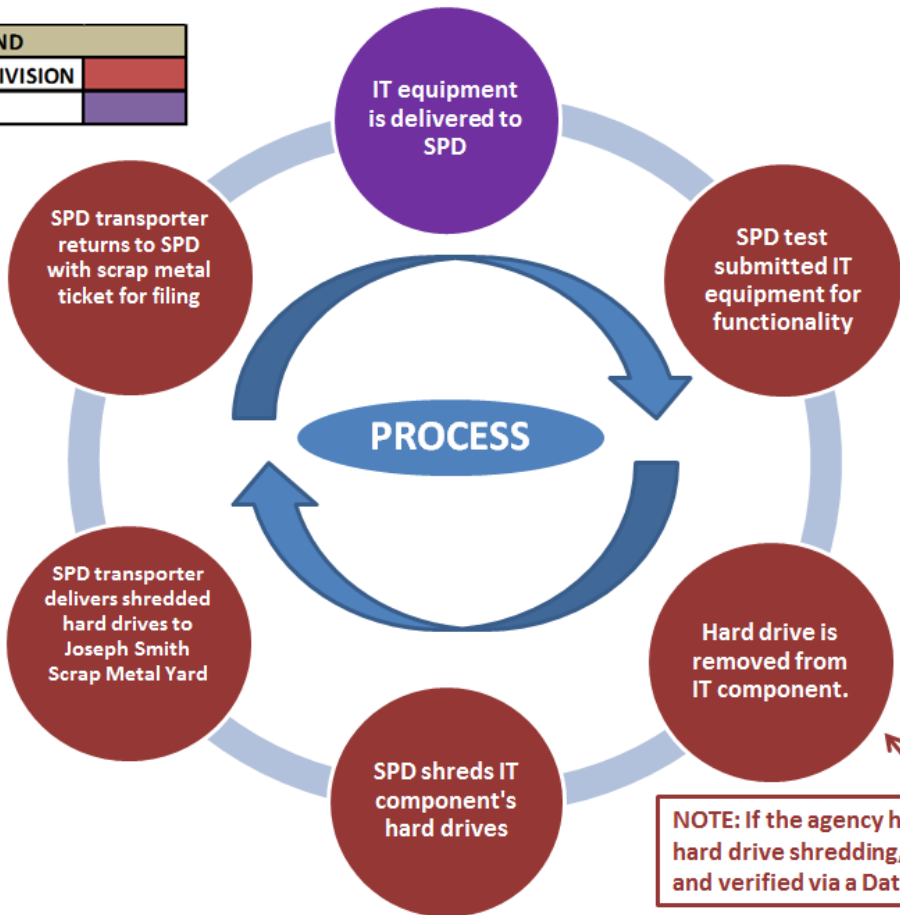
LEGEND	
SURPLUS PROPERTY DIVISION	
ROLL OFF CAN OPERATOR	
AGENCY/REQUESTER	

NOTE: SPD receives checks from Joseph Smith Scrap Yard every 2-4 weeks, SPD in turn submits those checks to OCP accounting/Fre' for deposit



HARD DRIVE SHREDDING PROCESS

LEGEND	
SURPLUS PROPERTY DIVISION	Red
AGENCY/REQUESTER	Purple

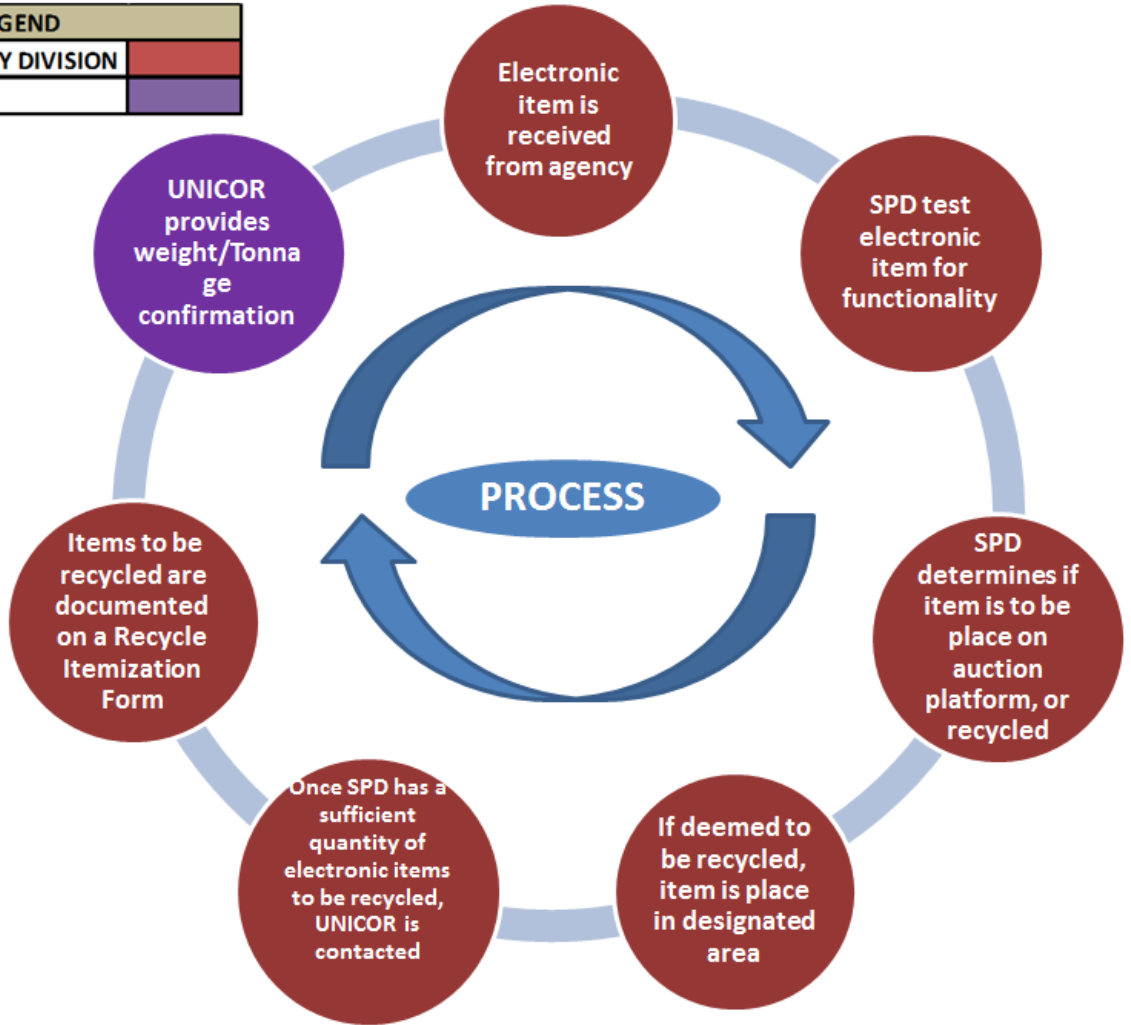


NOTE: SPD staff shreds hard drives daily from 3-3:30PM

NOTE: If the agency has requested a certified hard drive shredding, the hard drive is scanned and verified via a Data Destruction Form

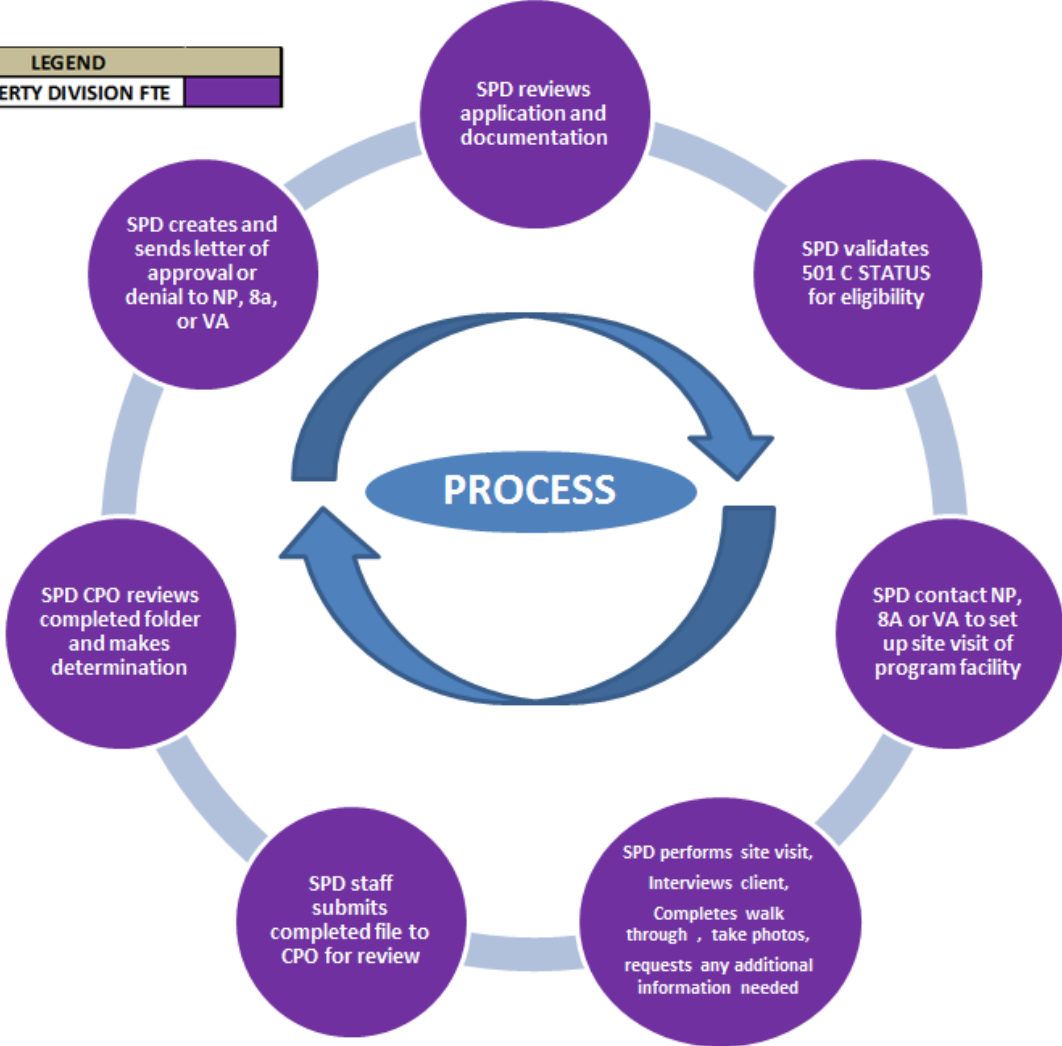
ELECTRONIC RECYCLING PROCESS

LEGEND	
SURPLUS PROPERTY DIVISION	Red circle
UNICOR	Purple circle



FEDERAL SURPLUS ASSISTANCE PROGRAM PROCESS

LEGEND	
SURPLUS PROPERTY DIVISION FTE	



AGENCIES REQUESTING GSA PROPERTY PROCESS

LEGEND	
SURPLUS PROPERTY DIVISION	■
REQUESTING AGENCY	■
GSA	■

