



The Welch Community Hospital is the only acute care hospital in McDowell County and is operated by the Department of Health and Human Resources. Chief Financial Officer Johnny Brant said the hospital has increasingly utilized the West Virginia State Agency for Surplus Property for items, such as office furniture.

Welch Community Hospital Keeps Commitment to Ensure Quality Care and Quality Savings

Hospitals are no different than any other business when it comes to maintaining costs though it may seem otherwise when one considers the technology and medical professionals associated with them.

“We have to watch every penny we spend,” said Johnny Brant, chief financial officer at Welch Community Hospital. “When we can find what we need at an excellent price,

it makes a huge difference for us.”

It was just about a year ago when Brant said he became aware of the many offerings the West Virginia State Agency for Surplus Property (WVSASP) has for eligible organizations. “We had some employees at the Purchasing Division’s annual conference and Surplus Property was discussed. This really got our attention,” Brant recalls. “We began communicating with the Surplus staff and have since found many good deals for our hospital.”

Brant said office chairs for the staff as well as for the waiting room areas, along with filing cabinets have been the primary acquisitions made for Welch Community Hospital. He added that other office equipment and desks have also been purchases made at Surplus Property.

“We have saved a good amount of money buying items at Surplus Property. We have been very fortunate and satisfied with what we have purchased and the quality of goods bought,” Brant said. “We are wide open to what we may find at Surplus Property. As a general rule, when we need something, we check with Surplus Property first.”

In Other News...

- **Manager's Perspective:** Customer Appreciation Day Offers a Chance to Say “Thanks!”
- Cannibalization of Surplus Property Must be Approved in Advance
- Surplus Property’s Sherry Fewell Named Administration’s Employee of the Month

**WVSASP Customer Appreciation Day
Thursday, July 25 / 8:30 a.m. - 7:30 p.m.**

Customer Appreciation Day a Chance to Say 'Thanks'

Saying "thank you" is such a simple thing, is it not? It is too often a thoughtless reflex, the good manners taught to us by our mothers. We say "thank you," but how often do we truly embrace that opportunity to actually show we are thankful?

Last year, the West Virginia State Agency for Surplus Property (WVSASP) took the time to say "thank you" with its first Customer Appreciation Day that was a massive success. We will be repeating our "thank you" to both our loyal customers and new friends with a Second Annual Customer Appreciation Day on July 25. This event offers an extension of operation hours to allow more time for customers to see what WVSASP has to offer.

WVSASP will offer extended hours from 8:30 a.m. to 7:30 p.m., three hours past its typical closing time. It was borne out of comments frequently received by WVSASP that its normal operation hours limited the opportunity for some to visit the warehouse.

In its first year, the Customer Appreciation Day generated both media attention and an influx of new customers. With this in mind, we felt that we wanted to continue this chance

THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE



to encourage new friends to visit while also giving regular customers more time to shop.

WVSASP will offer its full inventory that day, ranging from office furniture and television to vehicles and heavy equipment. Payment will

be accepted in cash, personal checks, and Visa, MasterCard and Discover credit cards that day.

In addition, refreshments will be served throughout the day. The gates at WVSASP will not close until 7:30 p.m., but invoicing will end at 7 p.m. Please take this chance to come to WVSASP, whether you are a first-time customer or a regular visitor, and see what we have to offer. And on behalf of the WVSASP, let me say "thank you!"

For more information, please call (304) 766-2626 or visit <http://www.WVSurplus.gov>.



The West Virginia State Agency for Surplus Property will conduct its second Customer Appreciation Day on July 25, from 8:30 a.m. to 7:30 p.m.

Find Surplus Property on Facebook!

Have you visited the West Virginia State Agency for Surplus Property's Facebook page?

The WVSASP Facebook page has been active for more than a year and our visitors continue to grow! This page can be viewed by visiting www.facebook.com and searching for "WV Surplus Property."

Or, simply visit WVSurplus.gov and click on the Facebook link. If you or your organization are also on Facebook, be sure to join us so you are always up-to-date on the latest sales and events at WVSASP.

Become one of our many friends today and be one of the first to know what is available at Surplus Property!



Help Us Keep YOU Updated!

The West Virginia State Agency for Surplus Property (WVSASP) wants to make sure your eligible organization is staying in the know. We are compiling an e-mail database of eligible organizations to keep organizations up-to-date on information related to WVSASP.

E-mail WVSASP at pam.j.jarrell@wv.gov to be added to the list.

Cannibalization of Surplus Property Must Be Approved In Advance of Action Being Taken

The removal of parts from one commodity to use in the creation or repair of another commodity, also referred to as “cannibalization,” is **strictly prohibited** unless pre-approved by the West Virginia State Agency for Surplus Property (WVSASP). To request approval, an agency must submit a **WV-105 Cannibalization Asset Form**.

A **Cannibalization Asset form** must contain the following information:

- The commodity identification number which was originally assigned by the agency when the property was purchased and entered into the agency’s inventory;
- The commodity acquisition date;
- The commodity acquisition cost which is the amount originally paid for the property;
- A description of the commodity;
- Whether the commodity is operable and, if so, how well it operates. If the item is operable, the agency must provide justification for removing parts from an asset in usable condition;
- How the agency will dispose of the remaining parts of the commodity. All parts not being used or retained for future use to repair another piece of equipment must be retired to the State Agency for Surplus Property for proper disposal; and,
- Who will cannibalize the commodity and how the person is qualified to remove and reinstall the parts. A separate document, signed by the spending officer, must accompany the



Cannibalization Asset Request Form (WV-105), identifying the individual(s) responsible for performing the disassembly and repair, along with their qualifications.

Upon receipt of the form, the WVSASP manager will evaluate the request and provide a recommendation to the Purchasing Division director. The director will determine if cannibalization is in the best interest of the state based upon set criteria.

Please see ACTION, Page 4

Surplus Operations Manual Introduced to State Agencies

The Purchasing Division recently announced its newest publication, the Surplus Property Operations Manual, which consolidates the former West Virginia State Agency for Surplus Property Reference Manual and the Inventory Management and WVFIMS Fixed Assets Training Manual.

This comprehensive manual has been created to provide state agency personnel with updated information on the Surplus Property processes, as well as asset management guidelines and fixed asset training procedures.

State agency procurement officers are advised to review this publication in its entirety on the Purchasing Division’s website at www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf.

The Property Connection

This publication is made available to all eligible participants of the West Virginia State Agency for Surplus Property on a quarterly basis.

For information on becoming an eligible organization, call (304) 766-2626 or complete an Application for Eligibility at:

<http://WVSurplus.gov>

Earl Ray Tomblin
Governor
State of West Virginia

Ross Taylor
Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Elizabeth Perdue
Surplus Property Manager

Diane Holley-Brown
Editor

Tony O’Leary
Chad Williamson
Writers

Sherry Fewell Honored as Employee of the Month

Sherry Fewell, an Office Assistant II with the West Virginia State Agency for Surplus Property, was selected as the Department of Administration's Employee of the Month for April.

A state government employee for more than 13 years, Fewell is the agency's receptionist and handles all the online auctions. When Surplus Property conducts its auctions, Fewell operates the cash register, as well as assists with the retirement of the fixed assets that are processed by the agency.

"Sherry does an excellent job with our online sales. She speaks with numerous individuals and gathers many assets to be sold through our online sales programs from all over the country. She deals with many customers and does so with a very high degree of professionalism," according to one of her co-workers as noted on the nomination form. "She is always willing to assist a co-worker."

Another co-worker added, "Sherry is an outstanding employee and very dependable. She greets all customers who come into our administration building with a smile and makes them feel welcome. Sherry will volunteer for additional duties when she sees that there is a job to be done."

She was joined by friends and co-workers at a special ceremony presented by Administration Cabinet General Counsel Robert Paulson on Thursday, April 4 at the Surplus Property office in Dunbar.

The West Virginia State Agency for Surplus Property is pleased to congratulate Sherry on a job well done!



Sherry Fewell

Federal Property May Be Screened Easily through GSA's Website

Eligible organizations are not strictly limited to items found at or processed through the West Virginia State Agency for Surplus Property (WVSASP). Eligible organizations may also screen available federal property through the U.S. General Services Administration's website at <http://gsaccess.gov>.

This is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the U.S. General Services Administration. Eligible organizations may log into the site with the user ID "WVSASP" and the password "WVSASP." From there, users may screen federal surplus property available across the nation.

Property is organized into screening fields, such as "Agricultural Equipment and Supplies" and "Food Preparation and Serving Equipment." There are also two additional search options available: a global search, akin to an Internet search engine, if a user is looking for a specific item; and a basic search option, where users may screen for items by state, closing, unused, overseas or disaster relief. An eligible organization may not reserve items found on the site, said WVSASP Manager Elizabeth Perdue. "If an eligible organization is interested in an item found on the GSA website, that organization must contact WVSASP, and we will make arrangements to procure the item," she said.

Federal restrictions require state agencies and public organizations to start using surplus property items within one year of acquisition and to use the items for at least one year thereafter. For more information on screening federal property through the GSA site, contact the GSAXcess HelpDesk at (866) 333-7472 or by e-mail at GSAXcessHelp@gsa.gov.

ACTION

Continued from Page 3

If the director approves the request, the approved parts will be cannibalized by the requesting agency. The residual components of the cannibalized commodity must be retired to the State Agency for Surplus Property using other authorized means of disposal as outlined in *West Virginia Code* §5A-3-45. If the director disapproves the request, the director shall advise the requesting agency of the appropriate authorized means of disposal as outlined in this section.

The WV-105 Cannibalization Asset Form is available at www.state.wv.us/admin/purchase/surplus/InventoryMgt/WV105.pdf.

Interested in learning more about the West Virginia State Agency for Surplus Property? Visit www.wvsurplus.gov

Surplus Property Warehouse Location



DIRECTIONS: Exit I-64 at Dunbar/Roxalana Road, turn right on Roxalana Road then turn onto WV-25 West. At 16th Street, turn left. Go to intersection with Charles Avenue -- if you miss 16th Street, go to 22nd Street which is also a throughway. Turn right onto Charles Avenue, continue to 28th Street and turn right. The West Virginia State Agency for Surplus Property is on that corner inside the cyclone fence.

SHARE THE GOOD NEWS!

If you know of an organization that might be interested in our program, please clip this coupon and pass it on --

IS YOUR ORGANIZATION...

1. Local or State unit of government
 Agency created by government
OR
2.a. Educational Institution
 Public Health Agency
 Senior Citizen Group
 Child Care Center
 Library
 Museum
 Public Service Agency
AND
b. Non-Profit (IRS 501(c)(3) status required)

If either 1. or 2.a. and b. is checked, you may be eligible to participate in the Surplus Property Program.

MAIL THIS FORM FOR MORE INFORMATION

RETURN TO: West Virginia State Agency for Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

- Please send me an **Application for Eligibility**
Please have a representative contact me
Please visit our organization and offer a presentation

Name _____ Title _____

Organization Name _____

Mailing Address _____

City _____ Zip _____ County _____

Telephone Number _____

Questions? Suggestions? Comments?



We want to hear from **YOU!** Are you pleased with our Program? Call us or write to us with any questions, suggestions or comments. We would also like to hear the 'success stories' you have in utilizing surplus property!

West Virginia State Agency for Surplus Property

Hours: 8:30 am to 4:30 pm. Monday through Friday

Specializing in:

- Office Furniture and Equipment
- Tires, Engines, Vehicle Parts
- Shop Equipment
- Rolling Stock and Heavy Equipment
- Electronic Equipment
- Plus Many More Items

Information: For property information and availability, contact the Federal or State Warehouse Supervisors at 766-2626 or call toll free at 1-800-576-7587.

Terms: All organizations must pay by check or credit card —no cash transactions permitted.

Terms and Conditions of Sale

FEDERAL AND STATE REGULATIONS: Acceptance of Federal equipment and supplies by users who have established eligibility to participate in the WVSASP is subject to certifications and agreements identified on the reverse side of the Distribution Document. **1:** Federal equipment and supplies are restricted to institutional use only, not personal use, and are to be used for a minimum of one year; **2:** All vehicles and items with an acquisition cost of \$5,000.00 or more shall be used for the purpose(s) for which acquired within one year from the date the property was invoiced and used for 18 months thereafter. **3:** During the restriction period, the property shall not be sold, traded, leased, lent, bailed, cannibalized, encumbered or otherwise disposed of or removed from the State of West Virginia without the express approval of the WVSASP. The recipients of Federal property are urged to contact the WVSASP prior to taking any actions which might be interpreted as modifying any of the certifications and agreements stated on the reverse side of the Distribution Document.

TERMS: Payment required upon receipt unless previous arrangements have been made. Payment must be by check or credit card issued against an eligible organization. No personal checks, money orders or cash transactions are permitted.

SHIPPING: All service charges are FOB Dunbar Warehouse unless expressly indicated. Out-shipping can be arranged by calling (304) 766-2626. Delivery charges will be added to the invoice.

West Virginia State Agency for Surplus Property



2700 Charles Avenue
Dunbar, WV 25064
(304) 766-2626
1-800-576-7587

Governor Earl Ray Tomblin
Cabinet Secretary Ross Taylor
Purchasing Director David Tincher

**Assistant Purchasing Director/
WVSASP Manager:** Elizabeth Perdue
Editor: Diane Holley-Brown
Contributing Reporters:
Tony O'Leary
Chad Williamson

RETURN SERVICE REQUESTED

PRSRT STD
U.S. Postage
PAID
Charleston, WV
Permit #78