



INTERAGENCY TRANSFER OF ASSETS: Agency Agreement Form

(Transfers without Surplus Fee)

Definitions and Responsibilities

Transferring Agency: The Transferring Agency is the agency that currently owns the asset. During the transfer of assets between two state agencies subject to West Virginia State Agency for Surplus Property (WVSASP) oversight, per W. Va. Code 5A-3-45, the Transferring Agency is responsible for establishing the transfer price of the asset(s), giving due consideration to fair market value and documenting how the transfer price was determined. The Transferring Agency must then complete the transfer documentation in wvOASIS, attaching this form as supporting documentation, for WVSASP approval. The Transferring Agency must also identify the fund/account to which payment should be remitted.

Receiving Agency: The Receiving Agency is the agency that will receive the asset(s) during an interagency transfer. Prior to the transfer of any asset between two state agencies subject to WVSASP oversight, per W. Va. Code 5A-3-45, the Receiving Agency must agree to the established transfer price, agree that due consideration was given to fair market value, and then remit payment to the Transferring Agency once the asset is received. The Receiving Agency must also follow normal reporting procedures for the asset, adding it to the wvOASIS Fixed Asset System when circumstances require.

Note: If WVSASP is asked to take possession of the property, if either agency involved in the transaction is exempt from WVSASP, or if the WVSASP is asked in any way facilitate the transfer of the property or funds, this policy will not apply, and the WVSASP will retain a fee established by its then current reimbursement policy.

Agency Information:

Transferring Department/Agency: _____

Name of Individual Responsible for Transfer (Printed): _____

Receiving Department/Agency: _____

Receiver Name (Printed): _____

Date of Request for Interagency Transfer of Assets: _____ / _____ / _____

Asset Information:

	Description <i>(Attach specs if applicable)</i>	Quantity	Transfer Price <i>(per unit)</i>	Total Transfer Cost
Asset	_____ /	_____ /	_____ /	_____ /
Asset	_____ /	_____ /	_____ /	_____ /
Asset	_____ /	_____ /	_____ /	_____ /
Asset	_____ /	_____ /	_____ /	_____ /
Asset	_____ /	_____ /	_____ /	_____ /
Asset	_____ /	_____ /	_____ /	_____ /
Asset	_____ /	_____ /	_____ /	_____ /
Total Transfer Cost				

Please Provide a Summary of the Methodology Used to Determine the Transfer Price and Provide Documentation Supporting the Consideration Given to Fair Market Price:

Fund Information:

The Total Transfer Cost must be remitted to the fund indicated below. This fund must be the original fund from which the acquisition of the asset was made, unless that fund no longer exists, in which case a new fund should be designated.

Fund: _____

Sub Fund: _____

Department: _____

Unit: _____

I, as a representative of the Transferring Agency, agree to the interagency transfer of asset(s) defined herein, for the transfer price indicated, affirm that due consideration of fair market value was given to establish the transfer price, and affirm that the Transferring Agency is subject to WVSASP oversight.

Asset Coordinator Signature (Transferring Agency)

Date:

I, as a representative of the Receiving Agency, agree to the interagency transfer of asset(s) defined herein, for the transfer price indicated, affirm that due consideration of fair market value was given to establish the transfer price, and affirm that the Receiving Agency is subject to WVSASP. I agree to remit payment to the Transferring Agency upon physical receipt of the asset and agree to comply with all requirements outlined in W. Va. Code 5A-3-45, including reporting the asset within the wvOASIS Fixed Asset System, if applicable.

Agency Procurement Officer/Receiver Signature (Receiving Agency)

Date:

For WVSASP Use Only

- Request for Interagency Transfer of Assets Denied
- Request for Interagency Transfer of Assets Approved

WVSASP Manager / Designee Signature

Date: