



# Surplus Property/Fixed Assets

Presented by Elizabeth Cooper, Assistant Purchasing Director  
**2021 Agency Purchasing Conference**

# Responsibilities and Requirements

- ▶ Agency Responsibilities
  - ▶ Appoint Asset Management Coordinator
  - ▶ Certify inventory by July 15
  - ▶ Certify vehicle inventory by July 15
  - ▶ Complete physical inventory once every 3 years
- ▶ Entry Requirements
  - ▶ \$1,000 or more with useful life of 1 year or more
  - ▶ CPUs and laptops \$500 or more
  - ▶ Weapons regardless of acquisition cost

# wvOASIS Document Codes

Document Code	Document Name	Event Type	Fixed Asset Function
FA	Fixed Asset Acquisition	FA01 (Default)	Acquisition—Adding Fixed Asset
		FA02	Betterment
FD	Fixed Asset Disposition	FA04	Disposition
FM	Fixed Asset Modification	FA05	Modification—non accounting impact
FT	Fixed Asset Transfer	FA06	Transfer a fixed asset
FI	Fixed Asset Increase / Decrease	FA07	Increase/Decrease Value of asset
FX	Fixed Asset Type Change	FA08	Fixed Asset Type Change
FC	Fixed Asset Cancellation	FA11	Cancellation
FRM	Fixed Asset Repair and Warranty	FA15	Repairs and Warranty Modification
FS	Fixed Asset Internal Sale	FA29	Internal Sale
FAIT	Fixed Asset Inter Fund Transfer	FA54	Asset Transferred from one Fund to another



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Personalize

Welcome, Samantha Knapp

Procurement

Budgeting

Accounts Receivable

Accounts Payable

WVOASIS PROD FIN

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## Document Catalog

Create



### ▼ Document Identifier

Code : FA



Unit :

Dept. : 0213

ID :

### ► User Information

### ▼ Document State

Function :

Status : Held

Phase :

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000002367</a>	No	1	New	Draft	Held	11/17/16	batch	\$1,054.96	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000002904</a>	No	1	New	Draft	Held	12/19/16	batch	\$1,682.30	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000004833</a>	No	1	New	Draft	Held	3/29/17	batch	\$2,763.00	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000004834</a>	No	1	New	Draft	Held	3/29/17	batch	\$875.00	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000004835</a>	No	1	New	Draft	Held	3/29/17	batch	\$8,448.00	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000004955</a>	No	1	New	Draft	Held	4/6/17	batch	\$5,944.86	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000004956</a>	No	1	New	Draft	Held	4/6/17	batch	\$8,808.28	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000005088</a>	No	1	New	Draft	Held	4/21/17	batch	\$1,578.00	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000005089</a>	No	1	New	Draft	Held	4/21/17	batch	\$1,932.70	Yes
<input type="checkbox"/>	FA	0213	0213	<a href="#">SHEL170000006098</a>	No	1	New	Draft	Held	5/30/17	batch	\$4,544.40	Yes


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**Header**

[General Information](#)
[Extended Doc Description](#)
[Responsibility Center](#)
[Composite Asset Information](#)
[Infrastructure Maintenance](#)
[Fixed Asset Intent Reference](#)
[Document Information](#)

**Document Name:**

**Record Date:**  

**Budget FY:**

**Fiscal Year:**


**Period:**

**Document Description:**

**Complex/Building:**

**Auto Generate FA Number:** ☐


**Prefix:**

**Fixed Asset Number:**  


**Fixed Asset Description:**

**Document Total:** \$1,054.96

**Final Asset Value:** \$1,054.96

**Event Type:** FA01 

**Memo Asset:** ☐

**Asset System Number:**  

**Asset System Description:**

<a href="#">Fixed Asset Equity Sources</a>			
<b>Component</b>	<b>Total Lines: 1</b>	<b>Fixed Asset Number:</b>	<b>Component Number: 0001</b>
<b>Warranty</b>	<b>Fixed Asset Number: none</b>	<b>Component Number: none</b>	<b>FA Warranty Number: none</b>
<b>Accounting</b>	<b>Total Lines: 1</b>	<b>Accounting Line: 1</b>	<b>Line Amount: \$1,054.96</b>
<b>Posting</b>	<b>Total Lines: 0</b>		

Component					Total Lines: 1	Fixed Asset Number:	Component Number: 0001	
	Fixed Asset Number			Component Number		Component Total		Units
				0001		\$1,054.96	1.00000	
From 1 to 1 Total: 1			<div>First</div>	<div>Previous</div>	<div>Next</div>	<div>Last</div>	Go to line: <div></div> <div>Go</div>	

List View

Component General Information

Specification

Acquisition Details

Component Location Details

Component Classification

Cost, Valuation & Depreciation

FAPR Reference

Internal Sale Details

Fixed Asset Intent Reference

Component Number: 0001

Commodity: 72154065

Units: 1.00000

Unit of Measure: EA

Final Units:

Surface Area:

Statistical Units:

Statistical UOM:

Plat Number:

Tag Number:

Base Asset: ☒

Description 1:

Description 2:

Description 3:

Description 4:

Description 5:

Extended Description:

Asset Impairment:

Asset System Number:

Edit Copy Validate Submit Discard

Print Processing Workflow File Close

Before finalizing a shell document, check the Component Page, Component General Information Tab, Units box. If more than one, discard the shell using FA14. Complete a manual and copy. If the original shell document is changed, it must be put back to its original form before it can be discarded using FA14 or you can e-mail Sherry for instructions on how to use a Shel with Multi-Units to create individual Shel Docs.

*Thanks to Jeremiah Johnson with DEP for writing the instructions.*

Fixed Asset Acquisition(FA) Dept: 0213 ID: SHEL170000002367 Ver.: 1 Function: New Phase:

Component	Total Lines: 1	Fixed Asset Number:	Component
		0001	Co

From 1 to 1 Total: 1 First Previous Next

**Component General Information** Specification Acquisition Details Component Location Details

Fixed Asset Intent Reference

Component Number: 0001

Modality: 72154065

Units: 1.00000

Unit of Measure: EA

Final Units:

Surface Area:

Statistical Units:

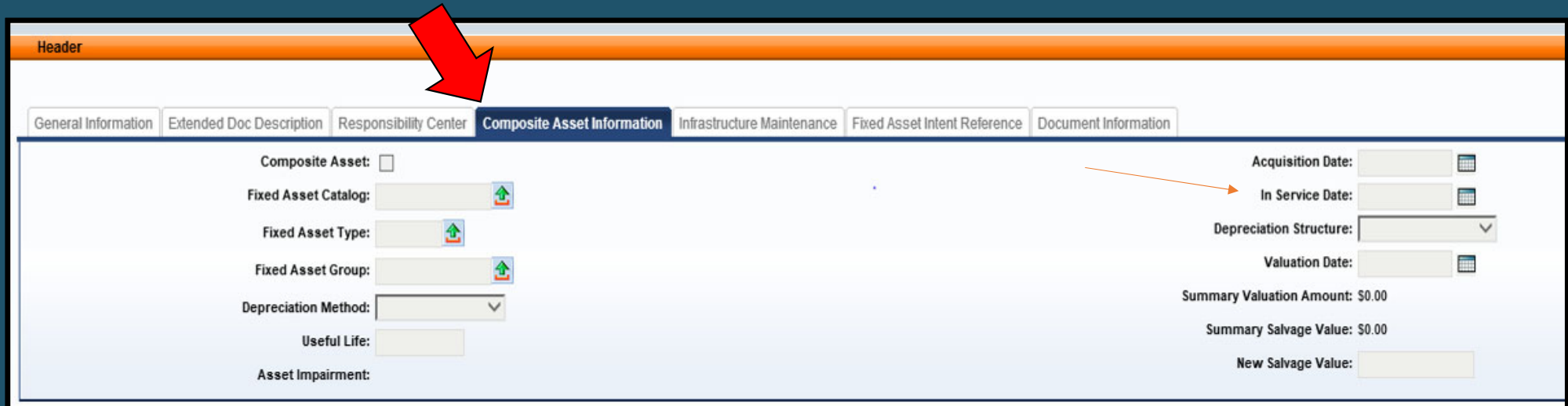
Statistical UOM:

Plat Number:

Edit Copy Validate Submit Discard

FA Shell or Manual Documents (In Service Date)

Header Page, Composite Asset Information Tab –  
**DO NOT ENTER THE “IN SERVICE DATE”**



Header

General Information Extended Doc Description Responsibility Center **Composite Asset Information** Infrastructure Maintenance Fixed Asset Intent Reference Document Information

Composite Asset: ☐

Fixed Asset Catalog:

Fixed Asset Type:

Fixed Asset Group:

Depreciation Method:

Useful Life:

Asset Impairment:

Acquisition Date:

**In Service Date:**

Depreciation Structure:

Valuation Date:

Summary Valuation Amount: \$0.00

Summary Salvage Value: \$0.00

New Salvage Value:



## FA Shell or Manual Documents (In Service Date)

Component Page, Component Classification Tab –  
PLEASE ENTER THE “IN SERVICE DATE”

The screenshot shows a software interface for managing fixed assets. At the top, a header bar displays 'Component', 'Total Lines: 1', 'Fixed Asset Number: A000355409', and 'Component Number: 0001'. Below this, a table lists the fixed asset details, showing 'A000355409' and '0001'. A red arrow points to the 'Component Classification' tab, which is currently selected. The tab contains several fields for classification: 'Fixed Asset Classification' (set to 'Adjustment'), 'Fixed Asset Catalog' (set to '10'), 'Fixed Asset Type' (set to 'E'), 'Fixed Asset Group' (set to '100'), 'Useful Life' (set to '5'), and 'In Service Date' (set to '06/29/2012'). A pink arrow points to the 'In Service Date' field.

Header
Component
Total Lines: 1 Fixed Asset Number: A000355409 Component Number: 0001

Fixed Asset Number
A000355409
0001

From 1 to 1 Total: 1

Component General Information Specification Acquisition Details Component Location Details **Component Classification** Cost, Valuation

Fixed Asset Classification: Adjustment

Fixed Asset Catalog: 10

Fixed Asset Type: E

Fixed Asset Group: 100

Useful Life: 5

In Service Date: 06/29/2012

# Fixed Assets

## Methods of Disposition

- Deliver to Surplus
- Surplus pick-up
- Sell on-site
- Trade-in
- Sell for scrap
- Recycle/dispose as waste
- Lost asset
- Stolen asset
- Destroyed asset
- Retire to Office of Technology

**RETIRE TO OT – REGARDLESS OF CONDITION**

Computers – Towers, Laptops  
Tablets & I-Pads (unlocked or password provided)  
Monitors – LCD  
Servers  
Copiers – Standalone & Network  
Printers – Desktop, Multi-Function and Network  
Fax Machines  
Scanning Devices  
Laptop Batteries  
Network Routers  
Network Switches  
Hard Drives - Any Size  
Internal DVR/DVD Readers/Writers - with hard drives  
Internal CD Readers/Writers/Players  
Polycom  
Security Cameras with Recorder

Cell Phones (unlocked or password provided) - Retire as 1 Lot\*  
All Phones\* & Phone Switches  
Magnetic Tape Devices - Any type  
Mag Tapes  
Medical Equipment - No BIO hazards & w/internal memory  
Mailing Equipment/Scanners w/internal memory  
Keyboards, Mice and Docking Stations – Retire as 1 Lot\*  
Floppy Discs  
Cords & Cables for computers  
All Cameras/Video Equipment  
Bar Code Readers/Scanners  
Credit Card Machines  
Plotters or Map Printers  
Firewalls  
GPS  
Cisco Phones

All items need to be sent in with the power cord that enables it to operate unless it is the normal 3-prong that is used on desktops. Cell phones, printers, or anything that requires a “special cord” should also have that cord sent with it.

All assets need a serial and tag number. Exceptions – keyboards, mice and phones (cell and desk phones).

**RETIRE TO SURPLUS PROPERTY – FAIR TO GOOD OR WORKING CONDITION**

Projectors  
Microfiche  
Typewriters and Calculators  
Shredders  
UPS/APC Battery Backups  
Cords & Cables – Not for computers  
Flat Screen Televisions Only  
Time Stamp Machines

Medical Equipment - No internal memory  
Dictaphones  
DVD/VCR Players – Attaches to TV  
Ink & Toner Cartridges – Unopened  
Batteries, car, etc. (not laptops)  
Laptop Cases  
Label Makers (Hand Held)  
Mailing Equipment – No memory  
Smartboards

The items above are not a complete list for Surplus Property.

Retire all items that are in poor condition or do not work as Recycle/Dispose as Waste (not OT assets). EXCEPTION: We accept metal filing cabinets (or any metal that can be scrapped), machinery and vehicles regardless of condition. If unsure, please call.

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All assets need a condition. Type the condition on the Header page, Disposition Information tab, Disposition Authority tab.

Poor = does not work

Fair = easily fixed, outdated but works, old

Good = works

CRT Monitors (Not LCD) – Retire as Recycle/Dispose as Waste.

\*Retire as 1 Lot = 1 Lot of 13 Cell or Cisco Phones.

# Fixed Assets

## WV-103: Surplus Property Retirement Form

<b>WV-103</b> <small>Approved / Revised 12/2018</small>		<b>STATE OF WEST VIRGINIA</b> Purchasing Division / Surplus Property Unit				Page ____ of ____	
<b>SURPLUS PROPERTY RETIREMENT FORM</b> <small>(For use when retiring equipment with an acquisition cost of \$1,000 or less and not on the wvOASIS Fixed Assets Module)</small>							
Date _____		Org # _____		<b>Recommended Disposition Method</b> <small>(CHECK ONLY ONE)</small>  <input type="checkbox"/> Deliver to Surplus (1) <input type="checkbox"/> Lost Asset (7) <input type="checkbox"/> Surplus Pickup (2) <input type="checkbox"/> Stolen Asset (8) <input type="checkbox"/> Sell On-site (3) <input type="checkbox"/> Destroyed Asset (9) <input type="checkbox"/> Trade-in (4) <input type="checkbox"/> Retire to Office of Technology (14) <input type="checkbox"/> Sell for Scrap (5) <input type="checkbox"/> Recycle/Dispose as Waste (6)		<b>Submit Completed Form to:</b> Purchasing Division West Virginia State Agency for Surplus Property 2700 Charles Avenue Dunbar, WV 25064 FAX: (304) 766-2631	
Department Name _____		Object Code: _____					
Department Address _____							
Division Name and Address _____							
Specific Location of Equipment _____							
Agency Inventory Coordinator _____							
Telephone # (    ) _____		FAX # (    ) _____					
<small>INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY</small>							
Inventory Tag #	No. of Units	Description	Orig. Acq. Cost Acq. Date	Model	Make	Serial Number	Physical Condition, Age, and Estimate Cost of Repairs
Agency Authorized Signature _____		Title _____		Date _____		<b>Recommended Disposition Method</b> [    ] Approved [    ] Disapproved  If Disapproved, Preferred Disposition Method is No. ____ (see above)  _____ <small>Surplus Property Approval</small>  _____ <small>Date</small>	
<i>This retirement document has been completed by the Surplus Property Unit.</i>							
Signature _____ Title _____ Date _____							
<small>Please note: (1) Agency must call Surplus Property to schedule a delivery. (2) Surplus Property will call the agency to schedule a pickup.</small>							

# Surplus Property

## ► Reimbursements

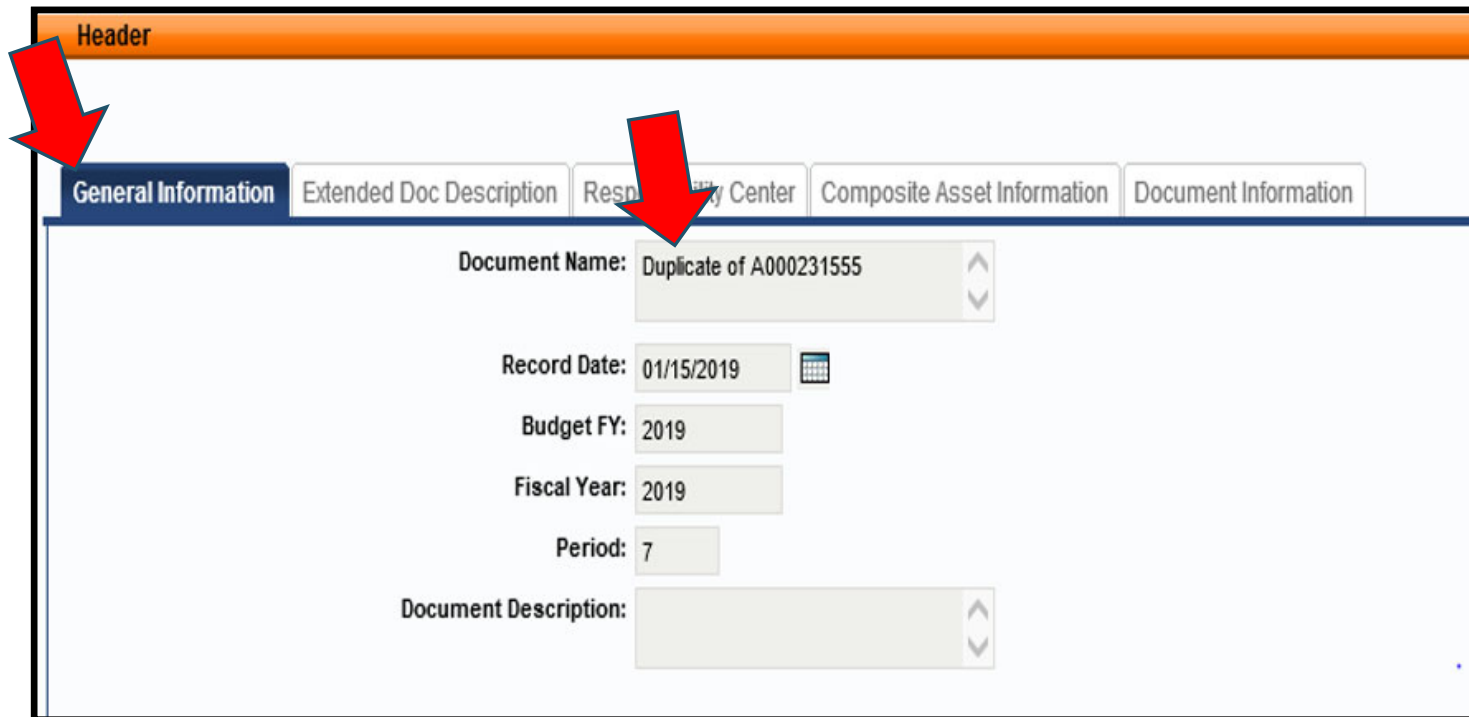
- WVSASP will reimburse retiring agency 50% of sale proceeds for all items that sell for \$500 or more. WVSASP will keep a maximum of \$3500 per item sold except for passenger cars sold at Dunbar. If items are sold on GovDeals, retiring agencies will be responsible for all GovDeals fees in excess of \$350.00.
- WVSASP will keep \$50 per scrap check.

	Example 1	Example 2	Example 3	Example 4	Example 5	Example 6
Sale Proceeds	\$1,500	\$5,000	\$10,000	\$50,000	\$100,000	\$200,000
Surplus Retains	\$750	\$2,500	\$3,500	\$3,500	\$3,500	\$3,500
Percent Retained	50.00%	50.00%	35.00%	7.00%	3.50%	1.75%

## FC (Fixed Asset Cancellation) – Duplicate FA's

On the Header Page, General Information Tab, Document Name Box, type “Duplicate of A000\_\_\_\_\_” (Asset ID Number).

Serial or tag number must match.



The screenshot displays a software interface for Fixed Asset Cancellation (FC). At the top is an orange 'Header' bar. Below it is a tabbed interface with five tabs: 'General Information' (selected), 'Extended Doc Description', 'Responsible Center', 'Composite Asset Information', and 'Document Information'. Two red arrows point to the 'Header' bar and the 'General Information' tab. The 'General Information' tab contains the following fields:

- Document Name:** A text box containing 'Duplicate of A000231555'.
- Record Date:** A date field showing '01/15/2019' with a calendar icon.
- Budget FY:** A text box containing '2019'.
- Fiscal Year:** A text box containing '2019'.
- Period:** A text box containing '7'.
- Document Description:** A large text area at the bottom.

Close

✓ Component

Journal Record Identification

Responsibility Center

Location

Classification Information

Component Details

Specifications

Cost, Valuation and Depreciation

Disposition Information

Balance Sheet Codification

Warranty

Repair & Maintenance


Accounting

Fixed Asset History

Component Summary

FA Number	FA Component Number	Document ID	Document Component Total
First	Prev	Next	Last

Component Details

[Search](#) 

Journal Record Identification

FA Number :

Doc Record Date :

FN Doc Code :

FA Component Number :

Run Time :

FN Doc Dept :

Doc Code :

Fiscal Period :

FN Doc ID :

Doc Dept :

Last User ID :

Doc ID :

Asset System Number :

Event Type :

Asset System Description :

Responsibility Center

Location

Classification Information

Component Details

Specifications

Cost, Valuation and Depreciation

Disposition Information

Balance Sheet Codification

Warranty

Repair & Maintenance



Enter User ID and Password then click 'Login' button

### GSAXcess® Login

User ID:

Password:

**Login**

If you are GSA User and access GSAXcess® from outside GSA Network using your ENT User name and password, please [Click here](#).

Change Password? Enter User ID, Password and [Click here to Change Password](#).

Forgot Password? Enter User ID and [Click here to Retrieve Password](#).

Forgot User Id? [Click here to Retrieve User Id](#).

Update User Contact Information? Enter User ID, Password and [Click here to Update your Contact Information](#).

### GSAXcess® HelpDesk

GSAXcess® HelpDesk: 1-866-333-7472


[GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov)


### GSAXcess® Register

If you do not have an User ID but have a .gov or .mil email address, [Register](#) here. The system will assign you a **generic User ID** that can be used to search our data base.

### GSAXcess® Practice Home

[Click here to go to GSAXcess® Practice Home](#).

 **GSAXcess®**  
U.S. General Services Administration



User Guides	FAQ	Program Links	Contact Links	GSAXcess® HelpDesk
• Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Interior Asset Disposal System (IADS) • Report Property • Want List • Direct Select • PTM				
Basic Search Options		Advanced Search	Menu	Home Logout

## GSAXcess® - Property Data Sheet

All Categories » All Items Available - All Categories » Construction Equipment »

Add To Cart

View Cart(0)

Checkout

Back

Print

Help

## Item Information

Item Control Number: **W26ADX61130001** Screening Ends: **September 07, 2019**  
Item Name: **TRUCK AND TRACTOR ATTACHMENTS**  
Item Description: **W26ADX61130001 01DRMO NAME: DLA DS RICHMOND;**

FSC/National Stock Number: **3830 DSTRUTRAA**  
Quantity Available: **2 EACH** Quantity Requested:  
Original Unit Acquisition Cost: **\$10,850.00**  
Total Acquisition Cost: **\$21,700.00**  
Agency Bureau: **9715 - Defense Logistics Agency**  
Fair Market Value:  
Condition: **Repairable**  
Make/Manufacturer's Name:  
Part Number:  
Model:  
Date of Manufacture:  
Hazardous: **No**  
Demilitarization: **No**

## Item Location

DLA DS Richmond  
8000 JEFFERSON DAVIS HWY BLDG 65 D  
Richmond , VA-23297

## DLA Site Storage Location

V011101A0

## Item Photos



## Item Location

DLA DS Richmond  
8000 JEFFERSON DAVIS HWY BLDG 65 D  
Richmond , VA-23297

## DLA Site Storage Location

V011101A0

## Point of Contact

Reporting Agency: DLA DS Richmond  
Name: TSI PERRYMAN  
Phone: 804-279-1120  
Fax: 804-279-5588  
Email: [DRMSRichmondDSR@DLA.MIL](mailto:DRMSRichmondDSR@DLA.MIL)  
CC Email: [DRMSRichmondDSR@DLA.MIL](mailto:DRMSRichmondDSR@DLA.MIL)

## Custodian

Name: VINCENT WILSON  
Phone: 804-279-2284  
Fax: 804-279-5588  
Email: [DRMSRichmondDSR@DLA.MIL](mailto:DRMSRichmondDSR@DLA.MIL)

## Additional Information

***WVSurplus.gov***

**Phone: (304) 766-2626**

**Fax: (304) 766-2631**

► **Contact Us**

- [Elizabeth.J.Cooper@wv.gov](mailto:Elizabeth.J.Cooper@wv.gov)
- [Doug.J.Elkins@wv.gov](mailto:Doug.J.Elkins@wv.gov)
- [Sherry.L.Fewell@wv.gov](mailto:Sherry.L.Fewell@wv.gov)
- [Matthew.E.Harper@wv.gov](mailto:Matthew.E.Harper@wv.gov)