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

wvOASIS

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Welcome, Samantha Knapp

| Procurement | Budgeting | Accounts Receivable | Accounts Payable |

wvOASIS PROD FIN

- ⊞ **Message Center**
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- ⊞ **Administration**

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
☐	FA	0213	0213	SHEL170000002367	No	1	New	Draft	Held	11/17/16	batch	$1,054.96	Yes
☐	FA	0213	0213	SHEL170000002904	No	1	New	Draft	Held	12/19/16	batch	$1,682.30	Yes
☐	FA	0213	0213	SHEL170000004833	No	1	New	Draft	Held	3/29/17	batch	$2,763.00	Yes
☐	FA	0213	0213	SHEL170000004834	No	1	New	Draft	Held	3/29/17	batch	$875.00	Yes
☐	FA	0213	0213	SHEL170000004835	No	1	New	Draft	Held	3/29/17	batch	$8,448.00	Yes
☐	FA	0213	0213	SHEL170000004955	No	1	New	Draft	Held	4/6/17	batch	$5,944.86	Yes
☐	FA	0213	0213	SHEL170000004956	No	1	New	Draft	Held	4/6/17	batch	$8,808.28	Yes
☐	FA	0213	0213	SHEL170000005088	No	1	New	Draft	Held	4/21/17	batch	$1,578.00	Yes
☐	FA	0213	0213	SHEL170000005089	No	1	New	Draft	Held	4/21/17	batch	$1,932.70	Yes
☐	FA	0213	0213	SHEL170000006098	No	1	New	Draft	Held	5/30/17	batch	$4,544.40	Yes

First Prev Next Last

Menu

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 | First | Previous | Next | Last | Go to line: [ ] Go

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: [ ]
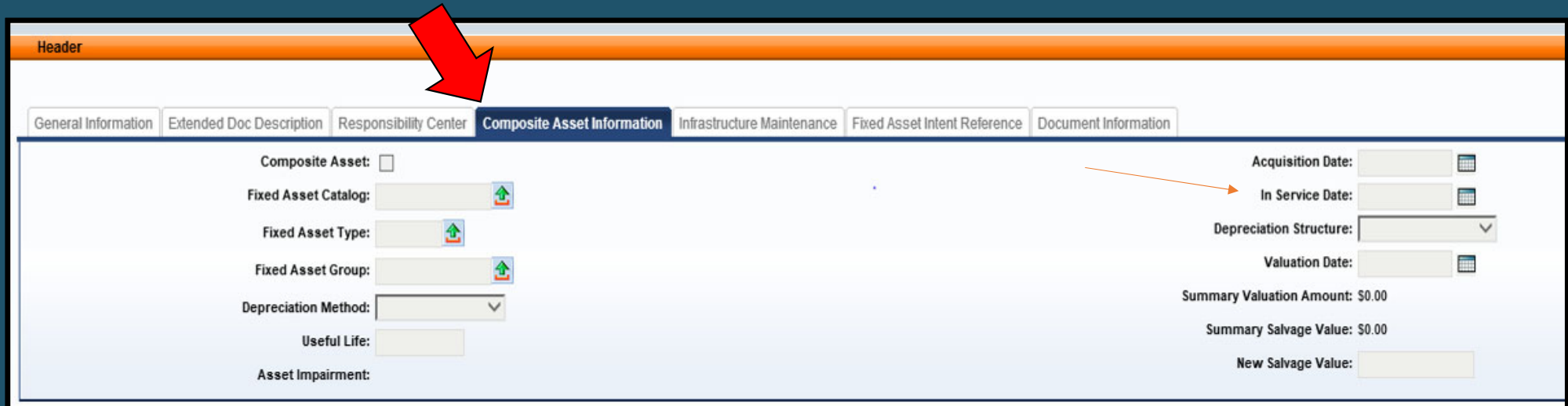
Statistical UOM: ⬆

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.

FA Shell or Manual Documents (In Service Date)

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

FA Shell or Manual Documents (In Service Date)

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

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	Cell Phones (unlocked or password provided) - Retire as 1 Lot*
Tablets & I-Pads (unlocked or password provided)	All Phones* & Phone Switches
Monitors – LCD	Magnetic Tape Devices - Any type
Servers	Mag Tapes
Copiers – Standalone & Network	Medical Equipment - No BIO hazards & w/internal memory
Printers – Desktop, Multi-Function and Network	Mailing Equipment/Scanners w/internal memory
Fax Machines	Keyboards, Mice and Docking Stations – Retire as 1 Lot*
Scanning Devices	Floppy Discs
Laptop Batteries	Cords & Cables for computers
Network Routers	All Cameras/Video Equipment
Network Switches	Bar Code Readers/Scanners
Hard Drives - Any Size	Credit Card Machines
Internal DVR/DVD Readers/Writers - with hard drives	Plotters or Map Printers
Internal CD Readers/Writers/Players	Firewalls
Polycom	GPS
Security Cameras with Recorder	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.

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

Surplus Property

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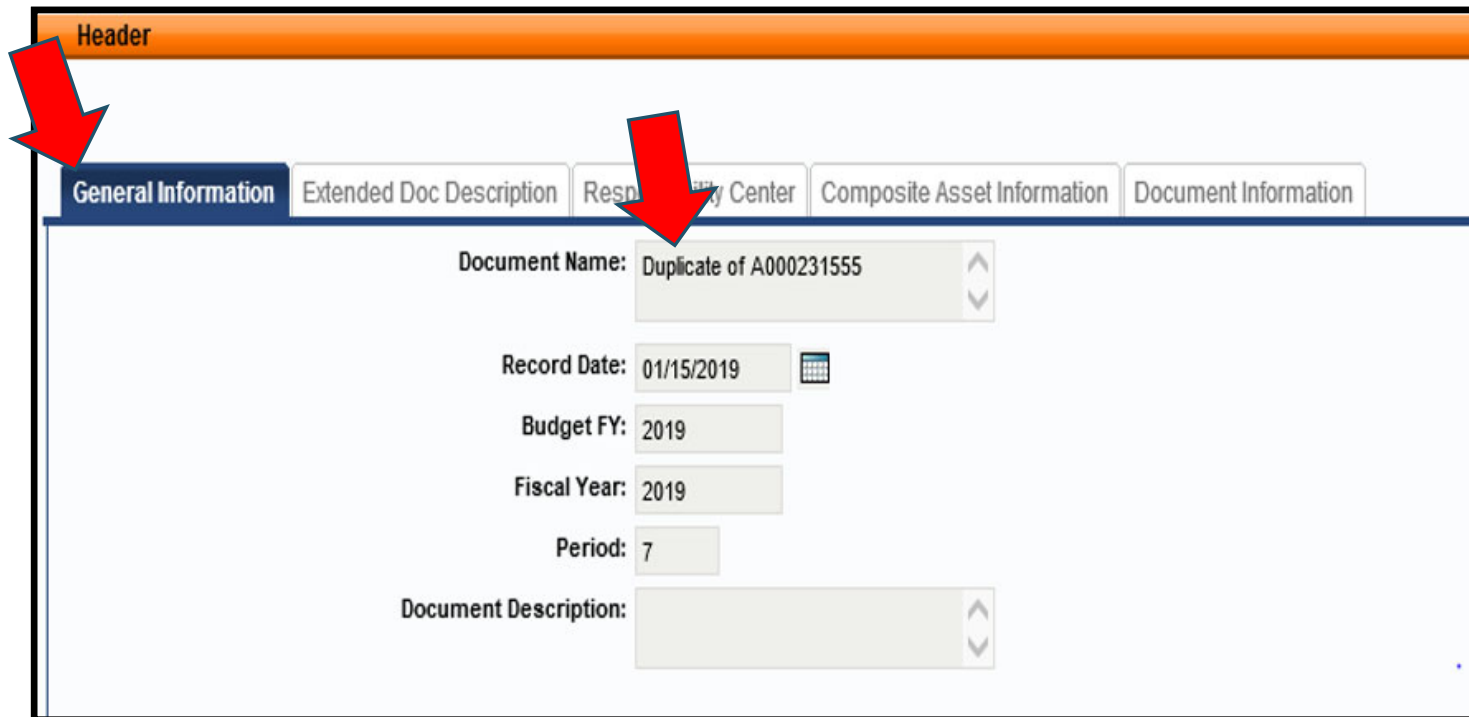
  ▶ WVSASP will reimburse retiring agency 50% of sale proceeds for all items that sell for $500 or more. WVSASP will keep a maximum of $3500 per item sold except for passenger cars sold at Dunbar. If items are sold on GovDeals, retiring agencies will be responsible for all GovDeals fees in excess of $350.00.

  ▶ 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.

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: `wvsasp`

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

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.

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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 Photos

2019/06/05 10:25

Item Location

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

DLA Site Storage Location

V011101A0

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
CC Email:	DRMSRichmondDSR@DLA.MIL

Custodian

Name:	VINCENT WILSON
Phone:	804-279-2284
Fax:	804-279-5588
Email:	DRMSRichmondDSR@DLA.MIL

Additional Information

WVSurplus.gov

Phone: (304) 766-2626
Fax: (304) 766-2631

▶ Contact Us

- Elizabeth.J.Cooper@wv.gov

- Doug.J.Elkins@wv.gov

- Sherry.L.Fewell@wv.gov

- Matthew.E.Harper@wv.gov