

# Surplus Property / Fixed Assets

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*2022 Agency Purchasing Conference*



# Process/Law Changes to Help You

- Box trucks – cost to move
- Federal vehicles
- Pickups outside of Charleston for a fee
- Interagency transfer of assets
- Keeping tags to allow eligible organizations to test drive vehicles
- **Allows Surplus Property to set vehicle price (2018)**  
Requires the sale of a vehicle to an eligible organization be at the average loan value as listed in the NADA, which will allow Surplus to more easily establish a realistic price to facilitate increased sales of used vehicles to eligible organizations around the state
- **Changes Surplus Property Fund Reimbursement Procedure (2018)**  
Allows spending units to receive proceeds from the sale of assets by Surplus when the original purchase fund no longer exists

# 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

- \$1000 acquisition costs with useful life of 1 year or more
- CPU's and laptops \$500 or more
- Weapons regardless of acquisition cost

# wvOASIS Document Codes

- Acquisition
- Disposition
- Modification
- Increase/Decrease
- Cancellation
- Transfer
- FA
- FD
- FM
- FI
- FC
- FAIT

wvOASIS PROD FIN

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**Document Catalog**

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**Document Identifier**

Code :  Unit :   
 Dept. :  ID :

**User Information**

**Document State**

Function :  Status :    
 Phase :

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	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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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.

Header			
Component			
Total Lines: 1	Fixed Asset Number:	Component Number: 0001	
Fixed Asset Number	Component Number	Component Total	
0001			
From 1 to 1 Total: 1			

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								Tag Number:
Commodity: 55101531								Base Asset: <input checked="" type="checkbox"/>
Units: 1.00000								Description 1:
Unit of Measure: EA								Description 2:
Final Units:								Description 3:
Surface Area:								Description 4:
Statistical Units:								Description 5:
Statistical UOM:								Extended Description:
Plat Number:								
								Asset Impairment:
								Asset System Number:
								Asset System Description:

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:

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

Header

Component Total Lines: 1 Fixed Asset Number: A0364677 Component Number: 01

Fixed Asset Number	Component Number
A0364677	01

From 1 to 1 Total: 1

Component General Information | Specification | Acquisition Details | Component Location Details | **Component Classification** | Cost, Valuation & Depreciation | FAPR Reference | Internal Sale Details | Fixed Asset Intent Reference

Fixed Asset Classification:

Fixed Asset Catalog:

Fixed Asset Type:

Fixed Asset Group:

Useful Life:

In Service Date:

BSA: 1840

Sub BSA:

OBSA: 3950

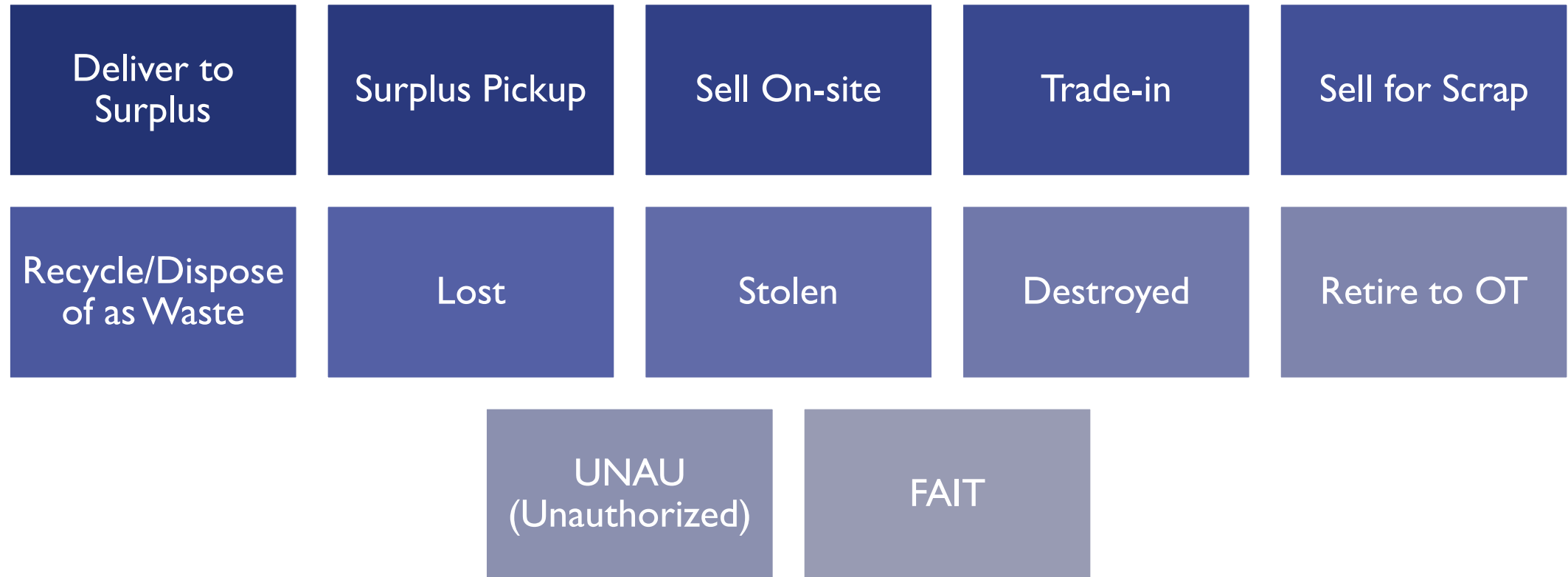
Sub OBSA:

Accum Depr BSA: 1845

Accum Depr Sub BSA:



# Disposition Methods



# Submitting the OT Pick-up form

When you have added all the items you want to retire to the OT Pickup Form and gotten the approval from Surplus, Surplus will email your agency and OT an approved form. OT will review the form to ensure that there is nothing that is not considered IT equipment and that it is filled out correctly.

Once reviewed, OT will assign OT tags to you to affix to the equipment. The tag numbers will need to also be added to OT's form in column "I". The number needs to be exactly like it is on the tag "R7-01234". After adding the number to the form, return the sheet back to OT so they can schedule pick-up.

*Christina.S.Lanham@wv.gov*  
304-352-5331



**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	Medical Equipment - No internal memory
Microfiche	Dictaphones
Typewriters and Calculators	DVD/VCR Players – Attaches to TV
Shredders	Ink & Toner Cartridges – Unopened
UPS/APC Battery Backups	Batteries, car, etc. (not laptops)
Cords & Cables – Not for computers	Laptop Cases
Flat Screen Televisions Only	Label Makers (Hand Held)
Time Stamp Machines	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.

# Surplus 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 for items other than passenger vehicles sold at the Dunbar location. 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.
- Must invoice WVSASP within one year of the date of the letter notifying your agency that you are entitled to a reimbursement.

# Forms



**APPLICATION FOR  
ELIGIBILITY**



**SURPLUS PROPERTY  
RETIREMENT FORM (WV-103)**



**CANNIBALIZATION  
ASSET FORM (WV-105)**



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® - Property Data Sheet

Add To Cart

View Cart(0)

Checkout

Back

Print

Help

Item Information

Item Control Number: **N5532271070007** Screening Ends: **July 01, 2017**  
Item Name: **INTEGRATED TRAILER,**  
Item Description: N5532271070007 01ACCESSORY COMPONENTS AND QUANTITY:  
GENERATOR ASSY, P/N 01-P54314E001, 1 AND ENVIRONMENTAL CONTROL UNIT ASSY, P/N  
01-P54315E001, 1 AND GET TRAILER, P/N 88-P54318E001, 1; SPECIAL FEATURES: GENERATOR  
AND ECU ARE MOUNTED ON A MODIFIED HMMWV M1102 FLAT BED TRAILER CHASSIS;  
CONDITION OUTSIDE: USED; VEHICLE TAG: NA; VEHICLE IDENTIFICATION NUMBER: 2003301;  
DRMO NAME: DLA DS ST. JULIENS CREEK; ADDITIONAL ACCESSORIES: NA; ADDITIONAL  
EQUIPMENT: NA; AGENCY CLASS: UNK; COLOR: OTHER; CONDITION INSIDE: UNK; YEAR: 1997;  
ENGINE SIZE: NA; KNOWN PROBLEMS: MECHANICAL CONDITION IS NOT KNOWN; MAKE:  
POWER SYSTEMS INTERNATIONAL; MILEAGE: NA; MISSING PARTS: MORE THAN LIKELY;  
MODEL: 62-GET55KW8; SPECIALFEATURES: ECU UNIT; HRS: 4295.1; DIMENSIONS: L 162 IN X W  
86 IN X H 81 IN ; WEIGHT: 4200 LBS;

FSC/National Stock Number: 2330 015569648  
Quantity Available: 1 EACH Quantity Requested:  
Original Unit Acquisition Cost: \$85,000.00  
Total Acquisition Cost: \$85,000.00  
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 St. Juliens Creek  
BLDG 400 MAGAZINE ROAD  
Portsmouth , VA-23702

DLA Site Storage Location

M070616A0

Item Photos



# New Things to Mention



FIXED PRICED SALES



SURPLUS PICK-UP



SURPLUS DELIVERY





**ELIZABETH COOPER**

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**DOUG ELKINS** (*Federal Surplus*)

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**MATT HARPER** (*State Surplus*)

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**CODY ROSE** (*Vehicles*)

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