
Surplus Property / Fixed Assets



Presented by:

Greg Clay, Surplus Manager

Matt Harper, Warehouse Supervisor

Things We Will Cover Today

- Surplus Property Retirement and Sales
- Application of Eligibility
- Asset Management Forms and Certifications
- Reportable vs Non-Reportable Assets
- Disposition Methods of Reportable and Non-Reportable Assets (wvOASIS and Forms)
- Fees and Reimbursements



Introduction

- The West Virginia State Agency for Surplus Property (WVSASP) has been assisting thousands of eligible organizations by offering quality, usable property at a substantially reduced price for more than 60 years.
- WVSASP has the responsibility to oversee the state's Asset Management Program, which involves managing and disposing of the state's assets.



Price Comparison

ITEM	WVSASP PRICE	NEW PRICE
Office chairs	\$10-\$35	\$300-\$700
File cabinets	\$10 per drawer (4 drawer \$40)	\$300
Lateral file cabinets	\$25 per drawer (5 drawer \$125)	\$1200
Storage cabinets	\$50	\$495
Bookcases	\$10 per shelf (5 shelf \$50)	\$225
Average desk	\$50-\$125	\$900
Vehicles		Varies



Benefits to Eligible Organizations

- Given first option to buy
- Can place items on hold for 5 business days
- Can pay and pick up later (within 5 business days)
- 25% discount when purchasing 3 or more items (excludes larger items such as vehicles)
- Can give Surplus a want list
- Can pull items off of online auction (depends on status of auction)



APPLICATION FOR ELIGIBILITY

To Receive Federal Surplus Property (41CFR 101-44.207) and/or State Surplus Property (West Virginia Code §5A-3)

I. Legal name and mailing address of applicant or organization:

Name of Organization

Name of Executive Officer of Organization *Telephone Number*

Organization's Mailing Address (P.O. Box Number, Street, City & State) County Zip Code

Street Address/Location (if different from Mailing Address)

E-Mail Address for Receipt of Communication for Organization

II. Applicant status (Check One):

- Public Agency, including Public School *(evidence must be provided)*
- Non-profit, tax-exempt organization

III. Type or purpose of organization:

- | | | |
|---|---|--|
| <input type="checkbox"/> State | <input type="checkbox"/> Programs for Older Individuals | <input type="checkbox"/> Medical Institution |
| <input type="checkbox"/> County | <input type="checkbox"/> Child Care Centers | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> City | <input type="checkbox"/> School for the Handicapped | <input type="checkbox"/> Health Center |
| <input type="checkbox"/> School District | <input type="checkbox"/> Museum | <input type="checkbox"/> Clinic |
| <input type="checkbox"/> College/University | <input type="checkbox"/> Training Center | <input type="checkbox"/> Sheltered Workshop |
| <input type="checkbox"/> Secondary School | <input type="checkbox"/> Radio/TV Station | <input type="checkbox"/> Library |
| <input type="checkbox"/> Elementary School | <input type="checkbox"/> Provider of Assistance to the Homeless or Impoverished | |
| <input type="checkbox"/> Preschool | | |

IV. Provide a written description of programs or services offered, including a description of facilities operated. *(This information is required for application approval)*

V. Source of Funding *(Attach supporting documentation; Required for application approval):*

- Tax-Supported Grant Contributions Other *(specify):* _____

VI. Has the organization been determined to be tax-exempt under 501 of the Internal Revenue Code of 1986?

- Yes *(copy required)* No

VII. Has the organization been approved, accredited, or licensed?

- Yes *(copy required)* No

VIII. Certification regarding debarment, suspension, ineligibility and voluntary exclusion -- lower tier covered transactions: *By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 41 CFR 105-68, certifies to the best of its knowledge and belief that it and its principals:*

- [a] are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency;*
- [b] where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.*

IX. Provide a list of types of property needed. *(Attach separately).*

_____ _____

Signature of Executive Officer *Date*

STATE AGENCY FOR SURPLUS PROPERTY USE ONLY

The (New ____/Renewed ____) applicant has been determined as follows:

- eligible ineligible conditionally eligible

as a... public agency non-profit education non-profit health other non-profit

Eligibility Expires: _____ Status: _____ License Expires: _____

_____ _____ _____

Account Number *Date* *Signature of Surplus Property Manager*

Submit Application for Eligibility to: West Virginia State Agency for Surplus Property; 2700 Charles Avenue; Dunbar, West Virginia 25064; Telephone: (304) 766-2626; Toll-free (800) 576-7587; FAX: (304) 766-2631

Eligibility and Compliance

- Account must be active (eligibility good for 3 years or 1 year for volunteer fire departments)
- Volunteer Fire Departments must have a 501-c-3 or 501-c-4 to participate in state program. Vehicles must be in excess of 4000 lbs. Letter from County Commission to participate in federal program.
- Property must be for official business use
- Payment must be made with credit card or check in the name of the organization
- State Surplus vehicles must be used for 12 months. We put liens on titles.
- Federal Surplus items must be placed into service within 12 months and used for a minimum of 12-18 months.



Asset Management: Agency's Responsibility - Certifications

Appoint Asset Management
Coordinator

Certify inventory by July 15
(filed with Purchasing
Division director)

Certify vehicle inventory by
July 15

Complete physical inventory
once every 3 years*

WV-101



STATE OF WEST VIRGINIA
Department of Administration
Purchasing Division

Asset Management Coordinator Designation Form

Fiscal Year _____

In accordance with the guidelines established by the West Virginia Purchasing Division, pursuant to the **West Virginia Code** 55A-3-34, each state agency must designate at least one individual in their agency to serve as that agency's asset coordinator. The coordinator will manage the agency's fixed assets and be provided signature authority to sign lost, stolen, and destroyed asset letters. This signature authority does not apply to the Asset Management Certification Cover Sheet or the Asset Management Coordinator Designation Form.

Complete the requested information below and submit along with your **Asset Management Certification Cover Sheet**, no later than July 15, _____, to:

West Virginia Purchasing Division
C/O: Program Services Section, Surplus Property Unit
2700 Charles Avenue
Dunbar, WV 25064
FAX: 304-766-2631
wvsasp@wv.gov

Name of Designated Coordinator: _____

Title: _____

Agency Department Number: _____

State Agency Name: _____

Telephone Number: _____

E-mail: _____

Head of Spending Unit Signature: _____

Head of Spending Unit Title: _____

Date: _____



WV-102



STATE OF WEST VIRGINIA
Department of Administration
Purchasing Division

Asset Management Certification Cover Sheet

Fiscal Year _____

Agency Name: _____

Agency State Level Department Number: _____

Agency Asset Coordinator: _____

Telephone Number: _____

Agencies are required to certify their inventory each year by completing this Asset Management Certification Cover Sheet and submitting it to the Purchasing Division by July 15. I hereby certify as true and accurate the following:

- The last physical inventory of all Reportable Assets under the department head's jurisdiction was completed as of _____ (A physical inventory, which includes tangibly viewing all assets, is required once every MONTH/YEAR three years for all agency-owned assets).
- All assets under the department head's jurisdiction as of June 30, _____, with an acquisition cost of \$1,000 or more, computer equipment with an acquisition cost of \$500 or more, all weapons, and vehicles that are leased for one year or more regardless of acquisition cost, were entered into the wvOASIS Fixed Asset Module for the current fiscal year and all shell-manual documents are final. The mass depreciation job is run every year in August.
- All obsolete assets under the department head's jurisdiction were retired in accordance with Surplus Property policy, procedures and guidelines.
- All real property under the department head's jurisdiction has been properly entered into the wvOASIS Fixed Asset Module. (*West Virginia Code* §5A-3-35 requires agencies to report real property to the Director of the Purchasing Division. By signing this form, the department head certifies that the agency has properly entered real property into wvOASIS and that wvOASIS will serve as the required report.)

Head of Spending Unit Signature: _____

Head of Spending Unit Title: _____

Date: _____

To be submitted no later than July 15, _____, to:

West Virginia Purchasing Division
C/O: Program Services Section, Surplus Property Unit
2700 Charles Avenue, Dunbar, WV 25064
FAX: (304) 766-2631
wvsasp@wv.gov

ASSET MANAGEMENT CERTIFICATION COVER SHEET | Rev. 3/08/2023



What is a reportable asset?

- Any personal assets, with an original acquisition cost of \$1,000 or more and a useful life of one year or longer must be entered into the Fixed Asset Module and will be referred to as “Reportable Assets”.
- Firearms regardless of the cost. Please make sure all serial numbers are entered correctly.
- All computers (including laptops and central processing units [CPU] with acquisition costs of \$500 or more)
- Vehicles that are leased for one year or more, regardless of cost
- All Reportable Assets must have a numbered identification tag affixed to the asset



Fixed Assets

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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▼ Document Identifier

Code : Unit :
 Dept. : ID :

► User Information

▼ Document State

Function : Status :
 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	SHEL170000002367	No	1	New	Draft	Held	11/17/16	batch	\$1,054.96	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000002904	No	1	New	Draft	Held	12/19/16	batch	\$1,682.30	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000004833	No	1	New	Draft	Held	3/29/17	batch	\$2,763.00	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000004834	No	1	New	Draft	Held	3/29/17	batch	\$875.00	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000004835	No	1	New	Draft	Held	3/29/17	batch	\$8,448.00	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000004955	No	1	New	Draft	Held	4/6/17	batch	\$5,944.86	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000004956	No	1	New	Draft	Held	4/6/17	batch	\$8,808.28	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000005088	No	1	New	Draft	Held	4/21/17	batch	\$1,578.00	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000005089	No	1	New	Draft	Held	4/21/17	batch	\$1,932.70	Yes
<input type="checkbox"/>	FA	0213	0213	SHEL170000006098	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:

What is a non-reportable asset?

- Value less than \$1,000 or have a useful life of less than one year or expendable in nature
- Examples:
 - Non-reportable: small lawn mowers, calculators, office chairs
 - These non-reportable items are to be retired by using the Surplus Property Retirement Form WV-103
 - Computer software is considered non-reportable
 - Expendable assets: gravel, skid of paper, grass seed



Disposition Methods

Deliver to Surplus	Surplus Pickup	Sell On-site	Trade-in	Sell for Scrap
Recycle/Dispose of as Waste	Lost	Stolen	Destroyed	Retire to OT
	FAIT	UNAU (Unauthorized)	SIRN Radios Homeland Security	

SURPLUS PROPERTY RETIREMENT FORM

Date _____

(For use when retiring equipment with an acquisition cost of \$1,000 or less and not on the wvOASIS Fixed Assets Module)

Retirement Number _____

(To Be Assigned by the Agency)

Department Name _____ Org #: _____

Department Address _____

Division Name and Address _____

Specific Location of Equipment _____

Agency Inventory Coordinator _____

Telephone # () _____ FAX # () _____

Recommended Disposition Method
(CHECK ONLY ONE)

Deliver to Surplus (1) Lost Asset (7)

Surplus Pickup (2) Stolen Asset (8)

Sell On-site (3) Destroyed Asset (9)

Trade-in (4) Retire to Office of Technology (14)

Sell for Scrap (5) UNAU - Unauthorized Disposal

Recycle/Dispose as Waste (6) FAIT

Submit Completed Form to:

Purchasing Division
West Virginia State Agency for
Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

FAX: (304) 766-2631

SIRN Radio, Retired to Homeland Security

INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY

Inventory Tag #	No. of Units	Description	Orig. Acq. Cost	Model	Make	Serial Number	Physical Condition, Age, and Estimate Cost of Repairs
			Acq. Date				

Agency Authorized Signature _____ Title _____ Date _____

This retirement document has been completed by the Surplus Property Unit.

Signature _____ Title _____ Date _____

Recommended Disposition Method

Approved
 Disapproved

If Disapproved, Preferred Disposition Method is No. ____ (see above)

Surplus Property Approval

Date

Please note:
(1) Agency must call Surplus Property to schedule a delivery.
(2) Surplus Property will call the agency to schedule a pickup.

RETURN TO SURPLUS (fair to good/working condition)	RETURN TO OT (regardless of condition)
Projectors	Computers (including laptops)
Shredders	Laptop batteries
Calculators	Fax machines
Laptop cases	Network routers
Flat screen TV	Credit card machines
Cords and cables (not for computers)	Cell phones

Surplus Reimbursements

- WVSASP will reimburse retiring agency 55% of sale proceeds for all items that sell for \$250 or more. WVSASP will keep a maximum of \$5000 per item sold. 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 retirement.

	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	\$675	\$2,250	\$4,500	\$5,000	\$5,000	\$5,000
Percent Retained	45%	45%	45%	10%	5%	2.50%

Methods of Disposition

- Delivery to Surplus
 - Make an appointment two days prior to delivery date
 - Receiving hours 9 a.m. – 3:30 p.m.
 - Vehicles within 100 miles of Dunbar with est. cost of \$1,000.00 or more are to be delivered to Surplus without decals prior to delivery
 - Must have retirement document with the list of assets
- Surplus Pickup
 - Once the WV-103 has been approved, Surplus will contact the agency to schedule a pickup.
 - First three pickups are at no charge. Additional pickups will have a charge of \$25 per hour per man and 70 cents per mile.



Questions?

GREG CLAY (*Surplus Manager*)

Gregory.C.Clay@wv.gov

304-356-2425

MATT HARPER (*Warehouse Supervisor*)

Matthew.E.Harper@wv.gov

304-356-2423

CODY ROSE (*Vehicles*)

Cody.E.Rose@wv.gov

304-356-2430

WENDY PETTRY (*Inventory Management*)

Wendy.A.Pettry@wv.gov

304-356-2426