# 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)

#### S West Virginia State Agency P for Surplus Property

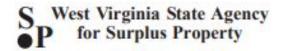
#### **APPLICATION FOR ELIGIBILITY**

To Receive Federal Surplus Property (41CFR 101-44,207) and/or State Surplus Property (West Virginia Code §5.4-3)

Nam of Organization					
Name of Basis	tor Office of Organization	Telephone Namber			
Openipation's Making Address (P.O.	Box Number, Street, Gip 42 State)	County	Z) Cui		
	Street Address/Lourisia St different fro	n Maling Address			
11-Mail Address for Resift of Communication for Organization					
Applicant status (Check One):					
Applicant status (Che	ck Onej:				
<ul> <li>Public Agency,</li> </ul>	including Public School (evide	nce must be p	rovided)		
<ul> <li>Public Agency,</li> </ul>		mce must be p	rovided)		
<ul> <li>Public Agency,</li> </ul>	including Public School (evide exempt organization	once must be p	rovided)		
Public Agency, Non-profit, tax-	including Public School (evide exempt organization		rovided)  Medical Institution		
Public Agency, Non-profit, tax-  Type or purpose of or	including Public School (evide exempt organization ganization:				
□ Public Agency, □ Non-profit, tax-  Type or purpose of or □ State	including Public School (evidencempt organization)  ganization:  Programs for Older Indiv	iduals 🗆	Medical Institution		
□ Public Agency, □ Non-profit, tax-  Type or purpose of or □ State □ County	including Public School (evidencempt organization)  ganization:  Programs for Older Indiv Child Care Centers	iduals 🗆	Medical Institution Hospital		
Public Agency, Non-profit, tax-  Type or purpose of or State County City	including Public School (evidencempt organization)  ganization:  Programs for Older Indiv Child Care Centers School for the Handicapy	iduals 🗆	Medical Institution Hospital Health Center		
Public Agency, Non-profit, tax-  Type or purpose of or State County City School District	including Public School (evidencempt organization)  ganization:  Programs for Older Indiv Child Care Centers School for the Handicapy Museum	iduals 🗆	Medical Institution Hospital Health Center Clinic		
Public Agency, Non-profit, tax-  Type or purpose of or State County City School District College/University	including Public School (evidencempt organization)  ganization:  Programs for Older Indiv Child Care Centers School for the Handicapy Museum Training Center	iduals 🖸	Medical Institution Hospital Health Center Clinic Sheltered Workshop		

	facilities operated. (7	This inform	ation is requ		pplication		
v.	Source of Funding				*		tion approval):
	□ Tax-Supported	☐ Grant	☐ Contrib	outions	☐ Other	specify):	<u> </u>
VI.	Has the organization Revenue Code of 19		rmined to be	e tax-exen	pt under 5	01 of the	Internal
	☐ Yes (copy require	ed)	□ No	0			
VII.	Has the organization	been app	roved, accre	dited, or	licensed?		
	☐ Yes (copy require		□ No				
	knowledge and helief					certifica i	to the best of its
IX.	knowledge and belief [a] are not presently voluntarily excluded agency; [b] where the prospec prospective participan  Provide a list of type	that it and y debarred, from parti- ctive lower nt shall atte	l its principa, suspended, cipation in t tier participa ach an expla	ls: proposed ; this transa unt is unab nation to	ction by a le to certify this propos	ent, declar ny Federa to any o	red ineligible, oi al department o
IX.	[a] are not presently voluntarily excluded agency; [b] where the prospec prospective participan Provide a list of type	that it and y debarred, from parti- ctive lower nt shall atte	l its principa, suspended, cipation in t tier participa ach an expla erty needed.	ls: proposed ; this transa unt is unab nation to	ction by a le to certify this propos	ent, declar ny Federa to any o	red ineligible, on al department of f the above, such
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Revised 11/09/12



#### **AUTHORIZED REPRESENTATIVES**

	Nume of Organization					
		Name of Executive Officer of Org.	antipetion .		Telepkon	e Number
_		Mulling Address (P.O. Bax Number, Street,	City & States	Cour	ey	Zip Code
		Street	Address/Location (	f different from Malling Addr	maj	
II.	The following representatives are designated to:					
	Α.	Acquire Federal Surplus Proper	rty;			
	B.	Obligate necessary funds for the	is purpose; a	nd,		
	<ul> <li>Execute Distribution Documents agreeing to terms, conditions, reservations, and restrictions apply to property obtained through the agency.</li> </ul>					
	128	New Designations	-	Additional Des		

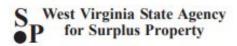
(Delete all previous authorizations)

(Add to previous authorizations)

	Name	Title	E-Mail Address	S:
	Name	Titte	E-Mail Address	Signature
	2.100			
V.	Certification			
	Signature	of Executive Officer and Title		Date

2700 Charles Avenue, Dunbar, WV 25064; Telephone: (304) 766-2626; Toll-free (800) 576-7587; FAX: (304) 766-2631.

Revised 05/03/2010



#### LIST OF INTERESTED PROPERTY TYPES

Belo	ow is a list of property types that m	ay be available	e through the West Virginia State Agency for
Sur	olus Property (WVSASP).		
Plea	se check all types of property that	your organiza	tion may be interested in obtaining from WVSASP.
Not	e that checking a property type do	es not obligate	your organization in any way to purchasing that
type	of item nor does it limit the types	of items that ye	ou may request throughout the year.
	[P	lease check all	boxes that apply]
	Vehicles		Heavy Equipment
	Office Furniture		Kitchen Equipment
	Computer Equipment		Travel Trailers
	Mobile Homes		Boats
	Weapons		Hand Tools
	Generators		Other (Please List Below):

	-0040m5\-0000m		
MILITAL TRACTOR			

2/2010

## **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**

Fisca	Year	
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In accordance with the guidelines established by the West Virginia Purchasing Division, pursuant to the **West Virginia Code** §5A-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.gav

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

ncy State Level Department Number:	
ncy Asset Coordinator:	
phone Number:	

>	The last physical invent	ory 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 agen	cy-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



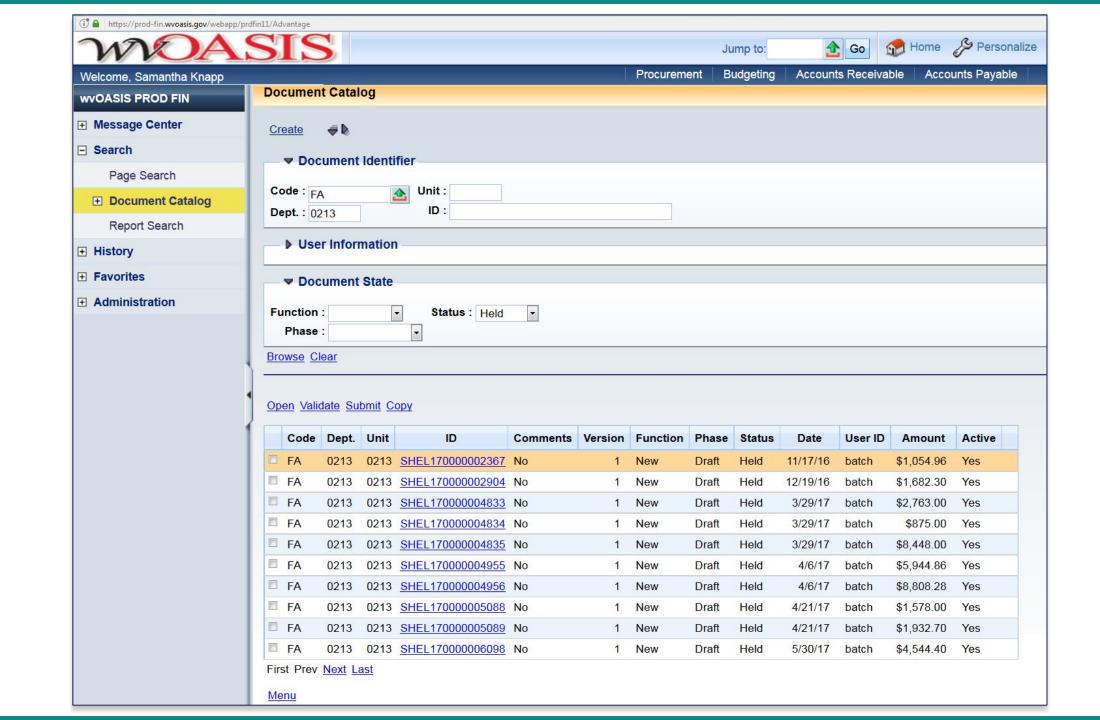
## What is a reportable asset?

- 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 <u>regardless of the cost.</u> 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		



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.



FA Shell or Manual Documents (In Service Date):

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



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



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

AGENCY PURCHASING CONFERENCE
Celebrating 90 Years of West Virginia Purchasing

WV-193 Revised 3/31/2023	STATE OF WEST VIRGINIA Purchasing Division / Surplus Property Unit SURPLUS PROPERTY RETIREMEN				T FORM	Page of Retirement Number		
ate	(For use when retiring equipmen		7000		920 35 (St. 16)	[To Be Assigned by the Agency]		
epartment Name	Org #:		R		Disposition Method	Submit Completed Form to:		
epartment Address			☐ Deliver	(CHECK to Surplus (1)	ONLY ONE)  Lost Asset (7)	Purchasing Division West Virginia State Agency for Surplus Property		
vision Name and Address			☐ Surplus		Stolen Asset (8)	2700 Charles Avenue Dunbar, WV 25064		
Specific Location of Equipment				Sell On-site (3) Destroyed As  Trade-in (4) Retire to Office		FAX: (304) 766-2631		
gency Inventory Coordinator elephone # ( ) FAX # ( )		Sell for Recycle Waste (	Dispose as	Technology (14)  UNAU - Unauthorized Disposal FAIT	SIRN Radio, Retired to Homeland Security			
INFORMATION C	ON THIS FORM MUST BE TYPED O	R CLEARLY PRINTE	D WHEN SUBMITT	ED TO THE WES	T VIRGINIA STATE AGENCY FOR S	URPLUS PROPERTY		
Inventory No. of Tag # Units	Description	Orig. Acq. Cost Acq. Date	Model	Make	Serial Number	Physical Condition, Age, and Estimate Cost of Repairs		
Agency Authorized Signature Title			Date		[ ]	Recommended Disposition Method  [ ] Approved [ ] Disapproved		
his retirement document h	as been completed by the Su	rplus Property Ui			If Disapproved, Pre	eferred Disposition Method (see above)		
	roperty to schedule a delivery. e agency to schedule a pickup.				Surplus	Property Approval		

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