



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
AM-1.3.02	Surplus Property	06/07/2004	

I. Overview

Surplus property is defined as any item that is non-consumable and non-expendable (i.e.: after use, the property retains its original function/identity) which is no longer needed by the owning department.

The Property Control Officer is responsible for coordinating the disposal of all surplus, obsolete, or unusable University assets or other property and supplies in accordance with State and Federal policies and procedures.

II. Declaration of Asset Surplus

The department head must make the declaration of assets as surplus by completing the Property Survey Form. The completed form, with the department head's signature affixed, must be forwarded to Materials Management for processing. Materials Management personnel will remove the surplus property or forward the request to the Physical Plant department.

III. Surplus Computer Technology Assets

Materials Management maintains a "want list" of surplus items. Available surplus items will be matched with items on the "want list" on a first come first serve basis. To add your name and specific request to the "want list" call the Property Control Officer.

There are three surplus distribution centers in the State from which surplus items can be obtained – Atlanta, Americus, and Swainsboro. DOAS has surplus property information available online at <http://gasurplus.doas.state.ga.us/apps/gss/surplus.nsf>. Types of property available are vehicles, equipment, furniture, law enforcement weapons and other miscellaneous items. Many items are available at no charge. A purchase order number must be obtained prior to purchase of funded items. Only authorized representatives may sign for surplus items selected.

There are restrictions relevant to the acquisition and use of surplus items. All surplus items are subject to utilization audits by the Department of Administrative Services (DOAS).



Temporary permits to visit and inspect items at the distribution centers are available upon request from the Property Control Officer.

IV. Relevant Laws for Disposing of Surplus Assets (Property)

Most Georgia laws pertaining to the disposition of state surplus property can be found in the Official Code of Georgia Annotated, Title 50, Chapter 5, Article 4, Sections 140-146.

V. Penalty for Violation of Georgia Surplus Laws

Georgia Code Section 50-5-146 – Any official, officer, or employee of the state who causes State property having a value less than \$200.00 to be disposed of in violation of Code Section 50-5-141 or 50-5-142 shall be guilty of a misdemeanor. If such property has a value of \$200.00 or more, he shall be guilty of a felony and upon conviction thereof, shall be punished by imprisonment for not less than one year or more than five years.

Any official, officer, or employee of Bainbridge College found in violation of Surplus Property Policies and Procedures will be reported to the applicable Senior Administrator for appropriate action.