

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

SURPLUS PROPERTY POLICIES AND PROCEDURES

1 PHILOSOPHY

Under the provisions of Utah Code Title 63A, Chapter 9, Part 8, the State Agency for Surplus Property (USASP) is responsible for the operation of a combined state and federal surplus property program. In order to properly account for the disposal of state owned surplus property, USASP must maintain records of all surplus transaction.

2 PURPOSE

2.1 To prescribe procedures for declaring surplus and state owned personal property of any type.

3 DEFINITIONS

3.1 **Authorized Agent:** A Department/Division Head or a person authorized to act for and on behalf of a Department/Division Head for the purpose of surplus agency property.

3.2 **Consideration:** This is synonymous with Value. Consideration does not necessarily have to be in the form of currency.

3.3 **Damaged or Scrap/Salvage Property:** Property that has no reasonable prospect of being sold except for the value of its basic material content.

3.4 **Excess/Surplus:** Property that is no longer useful for the purpose for which it was acquired.

3.5 **Salvage:** Property that, because of its worn, damaged, deteriorated, incomplete condition, or specialized nature has no reasonable prospect for sale or use as designed, but has some value in excess of its basic material content.

4 POLICY AND PROCEDURE

4.1 Declaring Property Surplus:

4.1.1 When a department, division, bureau or any other agency of state government determines that personal property is surplus or access to current needs, a declaration will be made using standard Form SP-1. It must be filled out and signed by the agency head before it can be executed.

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4.1.2 Vehicle titles must accompany the property, with the transfer section unsigned. Odometer statements must also be turned in with any vehicles and be properly completed and signed by the owning agency surplus officer. Vehicle license plates and state seals must be removed and processed.

4.1.3 State owned property shall not be destroyed, sold, traded-in, transferred, discarded, or otherwise disposed of without first submitting a completed SP-1 Form and receiving authorization from the USASP.

4.2 Transporting Surplus Property

4.2.1 Property delivered by the owning agencies will assist the USASP in keeping operating costs and fees as low as possible. The USASP will pick up surplus property with reasonable advance notice. The owner agency should assist with handling and loading the property. Costs incurred for special handling or purchased labor will be paid by the owning agency.

4.2.2 The USASP will not accept any type of surplus property without a completed SP-1 Form.

4.3 Sale of Surplus Property

4.3.1 USASP will attempt to sell surplus property for up to 30-days off the sales floor or lot. If the property has not sold within 30-days, other sales methods may be employed. The property will be sold for the optimum price obtainable.

4.4 Revoking a Form SP-1

4.4.1 Agencies wishing to withdraw property declared surplus or in a Form SP-1 in process must make their request in writing, ADDRESSED TO THE Manager of the USASP.

5 TRANSFER OF SURPLUS PROPERTY

When it is determined by the owners' agency and the USASP that the direct transfer of property from one agency to another is in the best interest of the state, this method of disposition may be authorized.

5.1 The owning agency should:

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5.1.1 Establish a recommended price for the property

5.1.2 Complete the form SP-1 and submit to USASP

5.1.2.1 USASP will evaluate the request and contact the owning agency.

6 TRADE-IN OF SURPLUS PROPERTY

State agencies may find it beneficial to trade-in certain items of property when purchasing new ones. Trade-in of excess property may be approved when it is determined on form SP-1 to be of greater benefit to the state than other methods of disposition.

7 DISPOSAL OF DAMAGED OR SCRAP PROPERTY

State property that is worn-out, damaged, disassembled or in poor condition may be considered scrap. The property may be considered for recycling, sale as scrap or for abandonment and destruction.

7.1 Property of value: USASP will coordinate with the owning agency the sale as scrap.

7.2 Property of no value: Form SP-3 will be used for authorization of abandonment or destruct.

For further in-depth information consult the Utah State Government website at http://www.le.state.ut.us/~code/TITLE26/26_2A.htm

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