

Surplus Forum April 30, 2007 Meeting Notes

- Only 12 people responded to the Surplus Survey. We will be posting a new survey soon. Please take the time to fill it out.
 - Add questions about pickup and scheduling. Does it work? Are you notified about your pickup? Is it done in a timely manner?
- *What do we do with junk?* Everything needs to be turned into surplus on an SP-1 form. If the item is broken and you would like to throw away, fill out an SP-1 and put in description the item is broken. Surplus will decide if the item can be thrown away.
- *Can you post a hard copy of the SP-1 on the web so it can be filled out and taken to my desk to enter online?* A working copy of the SP-1 will be posted to the web soon.
- If you have an inventory system, Fleet and Surplus services will interface with that system, so you will not
- *What needs to be surplused?* Everything. The rule states “State-owned personal property shall not be destroyed, sold, transferred, traded-in, traded, discarded, donated or otherwise disposed of without first submitting a properly completed form SP-1 to and receiving authorization from the USASP. This rule applies to and includes any residue that may be remaining from agency cannibalization of property.”
- *I put on the SP-1 the items dimensions and the driver doesn't bring any help. We don't always have people to help him.* We receive many items that are large in size but are not heavy. If you have a heavy item, please put the poundage on the SP-1.
- *Can our employees purchase their cell phones when they leave?* Yes, an SP-1 needs to be filled out, let Surplus know that the employee wishes to purchase. Surplus will price the item and the employee may purchase.
- *Do we need to contact the computer manufacturers to let them know we no longer own the computer? Do the manufacturers give out the ownership information if a customer calls with the serial number?* We called Dell and Gateway with surplus computer serial numbers. Dell didn't give any information as to who the previous owner was. Gateway said it belonged to the State of Utah. We will pass this information on to DTS for them to determine if this is a concern. The customer knows it belonged to the State of Utah since they purchased it from Surplus Property for the State of Utah.

- *Do we need to remove the data from PDA's?* Yes, DTS will define a procedure of how to remove the data. Once the procedure is defined we will have DTS present at our Surplus Forum.
- *How do you price the items?* Years of experience. We also check internet sales to see what items are selling for. If you know an item is worth a certain amount of money, please put it on the estimated value on the SP-1.