



## Surplus Forum March 31, 2009

### Notes

Surplus Property is having an auction on May 5, 2009. More information will be sent out at a later date.

DTS is in the process of consolidating all of the State servers. Servers will either be purchased from the Agency by DTS, used as a Trade-in by DTS or Surplused. As more information becomes available information will be sent out on the procedure for creating the SP1 for each type of transaction.

There currently is not a policy for the disposal of used toner cartridges. We will update everyone if that changes.

Administrators are reminded that they are responsible for updating their departments. When someone is no longer working for the department, they need to remove that individual from the department.