

Surplus Property

Resources:

- Section 14-04 Forms and Instructions or Section 16 Forms, [16-08 Travel Forms](#)
- [State Surplus login page](#) (To view video’s click on Help button from the login screen)
- [Utah Code 63A-2-401\(3\), 63A-2-101.5](#)
- Administrative R33-26-202(1)-(2)

Procedure:

Responsibility Action

Appellate/District/Juvenile Courts Court

1. When an asset is no longer useful to that site, but may be useful to another, the Court will notify the AOC Purchasing Department regarding the surplus property to be disposed.
 - a. If the AOC Purchasing Department reports that another court is in need of an asset being disposed of, the item may be transferred to the other court.
 - i. Arrangements for the transfer of item(s) will be made by the receiving court.
 - ii. Both parties must sign documentation stating the date of the transfer, model number, serial number and inventory number.
 - b. If the AOC Purchasing Department does not respond within thirty working days, the court may file form SP-1 with the Division of Surplus Property. The form should include a description and condition of the property, inventory control number, date originally purchased, serial number and its location (unit). Once the SP-1 has been submitted, the Division of Surplus Property should be contacted to schedule a pickup for the Court’s surplus items. The surplus assets will be reflected on the SP-1 form filed at the District office.
2. If the asset has no use to the judiciary, the court shall:
 - a. Complete an SP-1 form that includes: description and condition of the property, inventory control number, date originally purchased, serial number and location (unit).
 - b. Submit the form to the Division of Surplus Property:
 - i. Contact the Division of Surplus Property to make arrangements for the online auction and/or item pickup.

- ii. If an employee anticipates bidding on the property, the item can stay at the court site during the auction period.
 - iii. Employees and outside individuals will bid on the property during the auction period (typically seven days).
 - iv. Distribute the property as appropriate, in coordination with state surplus. The court and state surplus will recoup a portion of the sale.
3. Surplus administrators must send any proposed surplus item that is a fixed asset (original purchase cost of \$5,000+) to state surplus. Once the item has been disposed of properly, the surplus administrator in the district should notify AOC Finance so the item can be removed from the Fixed Asset Inventory list.

Exceptions

Donation, Disposal, or Destruction of State Surplus Property

1. The courts may donate to a charitable organization, destroy, or dispose of as waste any state property that is worth less than \$100 without involvement of the division or state surplus property contractor if:
 - a. The state surplus property fails to sell at auction; or
 - b. The state surplus property is no longer usable; or
 - c. The state surplus property is damaged and either cannot be repaired or the cost of repair is greater than or equal to the value of the state surplus property in a repaired state; or
 - d. The state surplus property can be replaced for less than the cost of repairing the property.
 - e. If the value of the item is in question, please do a search on similar items with the www.govdeals.com website to determine whether the item is worth less than \$100.

Security issues, restricted public access, lack of storage space

1. Pursuant to Utah Code 63A-2-401(3) a state agency can seek an exemption from the requirement to dispose of surplus property through an online auction.
2. The AOC purchasing director must authorize an exception in writing in accordance with the requirements of Utah Code 63A-2-401(3)
3. State agencies that are granted an exception must:
 - a. Complete an SP-1 form and transmit it to State Surplus Property (see procedures for transmitting an electronic SP-1 Form above)

- b. State Surplus Property will schedule a date and time for the vendor under contract to pick up surplus items and transport them to State Surplus Property for disposition.

Note: State Surplus Property is proposing to use Utah Correctional Industries (UCI) to pick up items along the Wasatch Front and transport them to State Surplus Property for disposition.

Disposal of State-Owned Surplus Electronic Data Devices- See Administrative R33-26-202(1)-(2)

1. Any device capable of downloading, storing or transferring State –owned data has special disposal requirements. Electronic Data Devices include:
 - a. Computers;
 - b. Tablets (iPads, Surface Pro, Google Nexus, Samsung Galaxy, etc);
 - c. Smart phones;
 - d. Personal Digital Assistants (PDAs);
 - e. Digital copiers and multifunction printers;
 - f. Flash drives and other portable data storage devices; and
 - g. Other similar devices
2. Surplus State-owned electronic devices may not be sold at an online auction, instead they must be disposed of through a vendor on state contract that utilizes proper destruction and disposal. Proper disposal includes:
 - a. Recycling components and parts after the State-owned electronic data device has been destroyed to the point that State-owned data cannot be retrieved;
 - b. Disposal in a landfill approved for electronic waste after the State-owned electronic data device has been destroyed to the point that State-owned data cannot be retrieved; or
 - c. Computers, digital copiers and multifunction printers that have had the hard drive destroyed may be resold by the contractor.
3. State agencies shall request assistance from the Department of Technology Services (DTS) to destroy the hard drives of computers and other State-owned surplus electronic data devices purchased through DTS prior to the agency transferring the devices to the vendor under contract with the State.