

# Property Control System Manual (PCS)

## PCS 208: Acquisition of Equipment from the State Surplus Program

Effective: 3/1/1984

Revised: 11/1/2025

### Purpose

To enable the acquisition of state and federal surplus equipment from the Arizona Department of Administration's Surplus Property Management Office

### Sources

Capital Assets Management (CAM)

Purchasing and Business Services

### Policy

ASU may purchase [surplus equipment](#) for university and sponsored use from the Arizona Department of Administration's Surplus Property Management Office. [PCS 101](#), "Capitalization of Property," applies to all equipment purchased. Equipment intended for purchase may be placed on hold for 10 days.

### State Surplus Equipment

The following agreements are enforced after the acquiring agency purchases state surplus equipment:

1. Place the surplus equipment into use within one year and use it in the official program for at least six months.
2. Service and handling charges must be paid promptly.
3. Do not sell, loan, trade, or cannibalize the equipment until six months after the acquiring agency starts using the equipment.

### Federal Surplus Equipment

The following agreements are enforced after the acquiring agency purchases federal surplus equipment:

1. Place the surplus equipment into use within one year and use it in the official program for one year (or 18 months for items with an acquisition value greater than \$10,000).
2. Service and handling charges must be paid promptly.
3. Do not sell, loan, trade, or cannibalize the equipment until one year after the acquiring agency starts using the equipment (or 18 months for items with an acquisition value greater than \$10,000).
4. Reimburse the U.S. government if surplus equipment is not being used according to the agreement.

## **Donated Equipment**

Equipment donated to the Arizona Department of Administration's Surplus Property Management Office has been donated by state or federal agencies. The charges the university incurs for the equipment are for service and handling only. These charges pay for operation of the Surplus Property Management Office.

## **Specific Equipment Needs**

For equipment not currently in the Arizona Department of Administration's Surplus Property Management Office, request cards may be filled out for equipment needs. Request cards are forwarded to the federal property screeners, who search for equipment needs in California, Nevada, and Arizona.

### **Procedure**

A department desiring to obtain state or federal surplus equipment must complete the following steps:

1. Obtain and sign a One-Time Signature Authorization form in Purchasing and Business Services.
2. Visit the Arizona Department of Administration's Surplus Property Management Office and search the warehouse for needed equipment.
3. Request that selected equipment be put on hold for 10 days.
4. Prepare a requisition (RX) for the equipment and obtain necessary approvals. Send the document to Purchasing and Business Services for action.

### **Cross-Reference**

For more information on the purchase or sale of used equipment, see the *Purchasing and Business Services Policies and Procedures Manual*—[PUR205](#), "Disposal and Sale of ASU Surplus Property"