

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Federal Surplus Property		
Policy Number: 402.07	Effective Date: 11/25/2019	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Administration & Finance Division (Business Processes)	Access Listing: Level I: All Access

I. Introduction and Summary:

The purpose of this policy is to provide instructions on how to obtain Federal Surplus property.

II. Authority:

Department of Administrative Services, Georgia Surplus Property Manual located at <http://doas.ga.gov/surplus-property/rules-policies-and-compliance>; Section 4.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Federal surplus property is available to all state agencies through the United States General Services Administration.

1. The surplus property website can be accessed as follows:

- a. Type <http://gsaccess.gov> into your browser;
- b. When the website opens, click on the red LOGIN button located about halfway down the screen on the right side;
- c. Type in the login name and password where needed. They are:
 - i. Login: 4757GA; and
 - ii. Password: GASURPLUS
- d. Either upper or lower case letters will work for the Login and Password; and
- e. Click on the red LOGIN button.

NOTE: The back arrow will not work on this website. To go back to previous pages, you must click on the red back button located on the right side of the pages (usually at the top).

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B. Identifying Federal Surplus Property:

1. There are several options for identifying the property available:
 - a. Choose a category from the ones shown on the screen (blue hyperlinks);
 - b. Type in the equipment name of interest in the global search box;
 - c. There are also options to match the Exact Phrase, Any Words or All Words;
 - d. A search can be narrowed down by choosing from a list under the basic search options;

NOTE: Choice #1 will allow you to select the state you want to search. Choice #2 will show items from over the entire US.

- e. When your list of items comes up, select the one you are interested in by clicking on the blue hyperlink in the item control number column;
- f. When your item is shown, there may or may not be a picture;
- g. Read the item information that will be shown;
- h. Pay close attention to:
 - i. Screening Ends: The last date the item is available for sale;
 - ii. Item Description: Provides information on the item, including its condition;
 - iii. Quantity Available: How many of the item is available;
 - iv. Item Location: Where the item has to be picked up or shipped from; and

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v. Point of Contact: Someone to call for more information about the item.

j. When a decision is made to obtain a piece of surplus property, be sure to write down:

i. The item control number;

ii. Screening ends date;

iii. Item name; and

iv. How many you want of the item.

k. Send this information, in an e-mail, to one of the GDC Property Coordinators to begin the process of obtaining the property.

C. Costs of Acquiring Federal Surplus Property:

1. The only cost associated with the actual purchase of the property is a service charge payable to DOAS Surplus Property;
2. The service charge is a percentage of the listed price of the equipment and funds the federal surplus program in Georgia;
3. It usually amounts to eight (8%) percent or less of the listed price of the property; and
4. Expenses may also be incurred when going to retrieve the property from its present location or having it shipped to your location.

V. Attachments: None.

VI. Record Retention of Forms Relevant to this Policy: None.