



OFFICIAL ORDER

MICHIGAN STATE POLICE

Chapter: Inspections, Internal Control, Legal and Administrative Proceedings
Subject: 18-09 – Disposal of Surplus Equipment
Effective: December 18, 2023
Supersedes: Official Order 18-09, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to the disposal of surplus department-owned equipment.

18-09-1 DISPOSAL OF SURPLUS STATE EQUIPMENT

- A. Worksites are responsible for the disposal of surplus state equipment.
- B. Surplus state equipment includes office supplies, non-Haworth furnishings, and non-IT equipment.
- C. Surplus state equipment excludes Haworth furniture and modular office components, computers, and IT equipment managed by DTMB, and found or confiscated property covered in the written directive related to disposal of property/evidence.
- D. Surplus equipment may be transferred to other state departments, donated to non-profit organizations, recycled, disposed of as trash, or disposed of through DTMB State Surplus or the DTMB on-line auction by using the DTMB Recoup program. Members are directed to contact DTMB-Surplus@michigan.gov for access to Recoup.
 - (1) The disposition of equipment is to be recorded by the worksite within the DTMB Recoup program.
 - (2) Worksites are responsible for the removal of department or state insignia, asset tags, or other identifying information.
 - (3) Worksites are responsible for any fees related to the disposal of surplus equipment.
- E. Surplus state equipment may not be taken for personal use by state employees or others.

18-09-2 TRANSFER TO OTHER STATE AGENCIES

- A. Surplus equipment must be entered into the DTMB Recoup program.
- B. The worksite and receiving agency are responsible for transportation of the transferred equipment.

18-09-3 DONATION TO A NON-PROFIT ORGANIZATION

- A. Worksites may select non-profit organizations that are designated as 501(c)3 organizations to donate surplus equipment to.
- B. The worksite must obtain a copy of the organization's letter from the IRS granting it 501(c)3 status. Churches, religious organizations, and government units will not have an IRS letter but are eligible for donations.
- C. The worksite must obtain a detailed receipt which should include a listing of the donated items, the name and address of the nonprofit, and a signature from the organization for each donation.
- D. These records must be entered into the DTMB Recoup program and hard copies retained for a period of the current year plus five years and are subject to periodic audit and review.

18-09-4 RECYCLING OR DISPOSAL IN THE TRASH

- A. Worthless equipment may be recycled or disposed of by the worksite. The worksite is responsible for reporting recycling or disposal using the DTMB Recoup program.
- B. Worksites that are located in DTMB managed buildings can use the services of their building's DTMB Facility Management Team for recycling.
- C. Worksites that are located in department owned or leased facilities are responsible for their own recycling and disposal.
- D. Surplus state equipment that has been identified for recycling or trash may not be taken for personal use by state employees or others.

18-09-5 DISPOSAL THROUGH STATE SURPLUS ONLINE AUCTION

- A. Worksites may work with DTMB State Surplus to offer items for sale on the DTMB State Surplus online auction.
- B. Worksites are responsible for entering the information within the DTMB Recoup program and attaching photos of the items to be sold to DTMB State Surplus.
- C. If an item located at the worksite is sold online, the worksite is required to coordinate transfer of equipment to purchaser.

18-09-6 DISPOSAL THROUGH DTMB STATE SURPLUS

- A. Worksites may send surplus equipment to DTMB State Surplus utilizing DTMB Recoup for review and approval prior to shipping items.
- B. Worksites are responsible for the shipping and handling fees associated with sending items to DTMB State Surplus.

DIRECTOR

Annual Review Responsibility: Budget and Financial Services Division

Accreditation Standards: CALEA 84.1.7