

I. PROPERTY MANAGEMENT

98. Does the procurement Agency have written procedures for timely identification, reporting, and/or disposal of surplus and/or scrap items?

SEE ATTACHED

Procurement
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Procurement

2/4/2009

CHAPTER 37

SURPLUS PROPERTY

In accordance with Title 34 of the Louisiana Administrative Code, the disposition of all moveable, non-consumable property, regardless of the cost involved, must be submitted to LPAA (Louisiana Property Assistance Agency). This includes:

- Non-consumable items such as desks, stock piles of scrap metal, etc.
- Property control items such as computers, etc.
- Numbered equipment including fleet vehicles and non-fleet vehicles.
- Unnumbered surplus property.

Title 34, Part VII, Chapter 1, Section 303, Paragraph G states:

"The agency property manager shall submit, **within the week it becomes known**, each idle or surplus item within his agency for disposition request utilizing a State Property Transaction Form BF-11" (Note: The BF-11 form has been replaced with the Asset Transfer Document)

What this means is property should not be allowed to deteriorate while being stored by the District or Section and must not be left to rust in open and/or unprotected areas. As soon as an item of moveable property is no longer needed by your District or Section, you must request disposition of the item by submitting whichever of the following forms is applicable:

Asset Transfer Transmittal to the Procurement Section

-or-

D.O.T.D. Fleet Asset Transfer Transmittal to the Fleet Acquisition & Disposal Section

IMPORTANT NOTICE

DO NOT SUBMIT EITHER AN ASSET TRANSFER TRANSMITTAL OR A D.O.T.D. FLEET ASSET TRANSFER TRANSMITTAL UNLESS YOU ARE READY TO REQUEST PICKUP OR DELIVERY. ITEMS NOT SCHEDULED FOR PICKUP OR DELIVERY WITHIN THIRTY DAYS OF RECEIPT OF LPAA ASSET TRANSFER DOCUMENT WILL BE CANCELLED. AT THAT POINT YOUR OFFICE WILL HAVE TO RE-SUBMIT THE PAPERWORK.

It is important to note that once the LPAA Asset Transfer Document has been issued, the item no longer belongs to DOTD. A request to void the document may be refused. Care should be made to make certain that the item is no longer needed before preparing either an Asset Transfer Transmittal or a D.O.T.D. Fleet Asset Transfer Transmittal.

Once these documents are prepared it is important to make certain that the items are kept in a secure place. Continued requests to void documents because your District/Section cannot locate the item could result in your District/Section being audited by either the Department or the Legislative Auditor.

For information regarding the LPAA Mailing List which is used for notification of auctions, vendors should be advised to call LPAA at 342-6849.

AUTHORIZATION TO PURCHASE SURPLUS PROPERTY

FROM LPAA

LPAA has advised that they will only accept the signature of the DOTD Surplus Property Manager in the Procurement Section, or her designee, when requesting authorization to purchase surplus property for any District or Section within the Department.

Contact the Administrative Assistant in the Procurement Section and advise the name of the employee who is being sent from your District or Section to LPAA. These letters are only acceptable for the week in which they are written. Do not request a letter if the designated employee is not available to go to LPAA within the week the authorization letter is written.

D.O.T.D. FLEET ASSET TRANSFER TRANSMITTAL

Surplus of numbered equipment (fleet vehicles or non-fleet vehicles) for all Districts, CCCD and Sabine Rive Authority will be processed on a

D.O.T.D. Fleet Asset Transfer Transmittal submitted to the Fleet Acquisition & Disposal Section.

Surplus of numbered equipment (fleet vehicles or non-fleet vehicles) for all Sections will be processed on a Property Assignment Form transmitted to the Fleet Acquisition & Disposal Section.

Contact the Fleet Acquisition & Disposal Section for any questions, additional information, or clarification needed regarding this form. The D.O.T.D. Fleet Asset Transfer Transmittal can be downloaded from the Procurement Section Intranet Home Page.

ASSET TRANSFER TRANSMITTAL

LPAA has advised that they no longer will accept consumable items. This covers items such as computer paper, ribbons, note books, etc. If in doubt, contact the DOTD Procurement Manager.

All non-consumable items must be submitted on an Asset Transfer Transmittal to LPAA. Exceptions to this rule are as follows:

Computer Software - Louisiana Property Assistance has advised that computer software is not classified as moveable property. All surplus computer software must be sent to the Information Technology Section, PC Group, for disposal.

Off Road Tires - LPAA has advised that they will not accept tires. Contact one of the certified tire processors to see if the tires can be picked up at no charges. Your District or Section may be required to deliver the tires to the processor. If one of the tire processors will not take the tires at no charge, the tires must be bid. If this is the case, submit Asset Transfer Transmittal listing the size of the tires and the number of each size to the DOTD Procurement Section. For a list of the current permitted and operating Louisiana waste tire processors, refer to [D.E.Q. website](#).

Unsafe or Hazardous Equipment - LPAA has advised that they will not accept any equipment which may be unsafe or hazardous.

LPAA has advised that they will not accept such items as lawnmowers with gasoline in the fuel tank and refrigerators with accumulated grime and/or food left inside. No hazardous chemicals or fuels can be left in equipment and items that are dirty, leaking fluids or appear to be unsafe will not be accepted. These items must be cleaned and/or emptied before they can be sent to surplus property. After they have been cleaned and/or emptied, proceed with submitting transmitting an Asset Transfer Transmittal. All Districts, Sections 45, 59 and Sabine River Authority will transmit an Asset Transfer Transmittal to LPAA. All other Sections will submit Asset Transfer Transmittal to the DOTD Procurement Section.

LPAA has also advised that they will not accept items which are broken, rusted, stripped, and/or dismantled items. These items must be transmitted on an Asset Transfer Transmittal requesting permission to scrap or dismantle. All Districts, Sections 45, 59 and Sabine River Authority will transmit an Asset Transfer Transmittal to LPAA. All other Sections will submit Asset Transfer Transmittal to the DOTD Procurement Section. If the request covers numbered equipment (fleet vehicle or non-fleet vehicle) submit a D.O.T.D. Fleet Asset Transfer Transmittal to the Fleet Acquisition & Disposal Section. No item may be scrapped or dismantled until approval has been received from LPAA.

LPAA has advised that if items are received which should have been scrapped, the Department will be cited for non-compliance to the State Property Control Regulations. This report will be sent to the Legislative Auditors for their review.

If you are surplusing a non-consumable item or property control item which is in good working condition, it is your responsibility to send an E-Mail to "Business Offices" to see if another District or Section needs the item. If you have not had a response to your E-Mail after twenty-four hours, post the information on the DOTD Bulletin Board. The message should be posted for one week before submitting an Asset Transfer Transmittal. All Districts, Sections 45, 59 and Sabine River Authority will transmit an Asset Transfer Transmittal to LPAA. All other Sections will submit Asset Transfer Transmittal to the DOTD Procurement Section.

If you are transferring personal computer equipment, the Office of Information Technology Policy No. 003 must be followed. This policy states that all personal computers and/or hard disk drives that are subject to property disposal or transfer to another agency must have all licensed software (including the operating system, spreadsheet, database, word processor, etc.) and data removed from the hard disk.

In accordance with R.S. 39:15.1, et seq., all entities under the authority of the Office of Information Technology must use industry/government accepted methods of data removal that include:

Reformatting (utilizing operating system or utility software to reformat the hard drive)

Third-party "scrubbing" software (overwriting a hard drive with random information so that the original data becomes unrecoverable)

Degaussing (demagnetization of the hard drive using an electronic degaussing device)

Destruction of hard drive (Incineration)

Items such as computers which were purchased using Trust Fund Money cannot be donated to schools.

Asset Transfer Transmittal submitted to the DOTD Procurement Section must be filled out in accordance with the following instructions.

Failure to follow these instructions will result in the Asset Transfer Transmittal being returned to the District or Section for correction.

Procedures Covering Items to Be Scrapped by All Districts, Section 45, Section 59 and Sabine River Authority

Submit signed Asset Transfer Transmittal to the Business Office.

If you are requesting approval for an item to be scrapped, mark the transfer request on the Asset Transfer Transmittal and the reason for the request. Transmit the Asset Transfer Transmittal to LPAA.

See <https://www.incircuit.com/index.cfm?service=AM> for log on to LPAA.

Before proceeding to scrap items, your office must have an approval from LPAA.

Verify approval in LPAA system before proceeding further. Print a copy of the LPAA Asset Transfer Document for audit purposes. You should only receive an email from LPAA if approval to scrap has been denied. If approved to scrap, the District or Section must then destroy the item. A photograph of the item must be taken before it is scrapped and a photograph taken after the item has been destroyed. These photographs must be attached to the LPAA Asset Transfer Document and kept in the District or Section's files for auditing purposes.

After the item has been destroyed, a copy of LPAA Asset Transfer Document must be signed and sent to the DOTD Procurement Section. These records, including the email from LPAA, must be kept for a minimum of five years. The LPAA Asset Transfer Document must state the date the item was scrapped.

No property can be scrapped without prior approval from the Division of Administration, Louisiana Property Assistance Agency.

In no instance can any property which has been approved for scrap be taken or given to anyone.

Do not send a signed copy to the Financial Services Section unless the item must be removed from the property control records.

Procedures Covering Items to Be Scrapped by All Sections in the Baton Rouge Area (Except Section 45)

If you are requesting approval for an item to be scrapped, mark the transfer request on the Asset Transfer Transmittal and the reason for the request. Forward document to the DOTD Procurement Section for transmittal.

Before proceeding to scrap items, your office must have an approval from LPAA.

If approved by LPAA for scrap, you will be sent one copy of the LPAA Asset Transfer Document which will be your authority to scrap the item. The Section must then destroy the item. A photograph of the item must be taken before it is scrapped and a photograph taken after the item has been destroyed. These photographs should be attached to the LPAA Asset Transfer Document and kept in the Section's files for auditing purposes.

After the item has been destroyed, a copy of LPAA Asset Transfer Document must be signed and sent to the DOTD Procurement Section. The LPAA Asset Transfer Document must state the date the item was scrapped.

No property can be scrapped without prior approval from the Division of Administration, Louisiana Property Assistance Agency.

In no instance can any property which has been approved for scrap be taken or given to anyone.

Do not send a signed copy to the Financial Services Section.

The DOTD Procurement Section will send signed copy of LPAA Asset Transfer Document to Financial Services Section to remove item from property control records, if applicable.

Procedures Covering Items to Be Dismantled by All Districts, Section 45, Section 59 and Sabine River Authority

Submit signed Asset Transfer Transmittal to the Business Office.

If you are requesting approval for an item to be dismantled, mark the transfer request on the Asset Transfer Transmittal and the reason for the request. Transmit the Asset Transfer Transmittal to LPAA.

See <https://www.incircuit.com/index.cfm?service=AM> for log on to LPAA.

Keep in mind that LPAA may refuse to allow you to dismantle a piece of equipment. If that is the case, you will then have to either keep the item or transfer it to LPAA.

Verify approval in LPAA system before proceeding further. You should receive an email from LPAA if approval to dismantle the item has been denied. The District or Section must then dismantle the item and destroy any portion of the item which will not be used. A photograph

of the dismantled portion of the item not being kept must be taken before it is scrapped and a photograph taken after the item has been destroyed. These photographs should be attached to the LPAA Asset Transfer Document and kept in the District or Section's files for auditing purposes.

After the item has been dismantled and the balance of the item, if any, is destroyed, a copy of the LPAA Asset Transfer Document must be signed and filed in the Business Office.. The Asset Transfer Transmittal must state the date the item was dismantled and scrapped. These records must be kept for a minimum of five years.

No property can be dismantled without prior approval from the Division of Administration, Louisiana Property Assistance Agency.

In no instance can any property which has been approved for dismantling be taken or given to anyone.

Do not send a signed copy to the Financial Services Section unless the item must be removed from the property control records.

Procedures Covering Items to Be Dismantled by All Sections in the Baton Rouge Area (Except Section 45)

If you are requesting approval for an item to be dismantled, mark the transfer request on the Asset Transfer Transmittal and the reason for the request. Forward document to the DOTD Procurement Section for transmittal.

Keep in mind that LPAA may refuse to allow you to dismantle a piece of equipment. If that is the case, you will then have to either keep the item or transfer it to LPAA.

If approved by LPAA for dismantling, you will be sent one copy of the LPAA Asset Transfer Document which will be your authority to dismantle the item. The Section must then dismantle the item and destroy any portion of the item which will not be used. A photograph of the dismantled portion of the item not being kept must be taken before it is scrapped and a photograph taken after the item has been destroyed. These photographs should be attached to the LPAA Asset Transfer Document and kept in the District or Section's files for auditing purposes.

After the item has been dismantled and the balance of the item, if any, is destroyed, a copy of the LPAA Asset Transfer Document must be signed and sent to the DOTD Procurement Section. The Asset Transfer Transmittal must state the date the item was dismantled and scrapped.

No property can be dismantled without prior approval from the Division of Administration, Louisiana Property Assistance Agency.

In no instance can any property which has been approved for dismantling be taken or given to anyone.

Do not send a signed copy to the Financial Services Section unless the item must be removed from the property control records.

The DOTD Procurement Section will send signed copy of LPAA Asset Transfer Document to Financial Services Section to remove item from property control records, if applicable.

Procedures for Pickup by LPAA for all Districts, Section 45, Section 59 and Sabine River Authority

Submit signed Asset Transfer Transmittal to the Business Office.

DO NOT SUBMIT THIS DOCUMENT UNLESS YOU ARE READY TO REQUEST PICKUP. ITEMS NOT SCHEDULED FOR PICKUP WITHIN THIRTY DAYS OF RECEIPT OF LPAA ASSET TRANSFER DOCUMENT WILL BE CANCELLED. AT THAT POINT YOUR OFFICE WILL HAVE TO RE-SUBMIT THE PAPERWORK.

Transmit the Asset Transfer Transmittal to LPAA. This will generate an LPAA Asset Transfer Document consisting of a system generated Asset Transfer Number.

See <https://www.incircuit.com/index.cfm?service=AM> for log on to LPAA.

Print one copy of the approved LPAA Asset Transfer Document for auditing purposes.

Each piece of equipment must then be labeled with the LPAA Asset Transfer Number. Label must be generated by the Section or District and attached to the item. Markers cannot be used to write directly on the item.

After equipment is properly labeled, the designated employee will contact LPAA to schedule a pickup date.

When property is picked up, the LPAA Asset Transfer Document must be signed by the LPAA personnel.

A complete set of the signed LPAA Asset Transfer Document must be kept in the Business Office for auditing purposes. These records must be kept for a minimum of five years.

Do not send a signed copy to the Financial Services Section unless the item must be removed from the property control records.

Procedures for Pickup By LPAA for Sections Within the Baton Rouge Area (Except Section 45)

Submit Asset Transfer Transmittal to the DOTD Procurement Section.

DO NOT SUBMIT THIS DOCUMENT UNLESS YOU ARE READY TO REQUEST DELIVERY DATE. ITEMS NOT SCHEDULED FOR DELIVERY WITHIN THIRTY DAYS OF RECEIPT OF LPAA ASSET TRANSFER DOCUMENT WILL BE CANCELLED. AT THAT POINT YOUR OFFICE WILL HAVE TO RE-SUBMIT THE PAPERWORK.

The DOTD Procurement Section will transmit the Asset Transfer Transmittal to LPAA. This will generate an LPAA Asset Transfer Document consisting of a system generated Asset Transfer Number.

After approved by LPAA, one copy of the generated LPAA Asset Transfer Document will be forwarded to the originator by the DOTD Procurement Section. (The Procurement Section will no longer furnish labels.)

Each piece of equipment must then be labeled with the LPAA Asset Transfer Number. Label must be generated by the Section or District and attached to the item. Markers cannot be used to write directly on the item.

After equipment is properly labeled, the originator will contact LPAA to schedule a pickup date.

When property is picked up, the LPAA Asset Transfer Document must be signed by LPAA personnel.

A complete set of the signed LPAA Asset Transfer Documents must be sent to the DOTD Procurement Section.

Do not send a signed copy to the Financial Services Section.

The DOTD Procurement Section will send signed copy of LPAA Asset Transfer Document to Financial Services Section to remove item from property control records, if applicable.

Procedures for Delivery to LPAA for all Districts, Section 45, Section 59 and Sabine River Authority

Submit signed Asset Transfer Transmittal to the Business Office.

DO NOT SUBMIT THIS DOCUMENT UNLESS YOU ARE READY TO REQUEST DELIVERY. ITEMS NOT SCHEDULED FOR DELIVERY WITHIN THIRTY DAYS OF RECEIPT OF LPAA ASSET TRANSFER DOCUMENT WILL BE CANCELLED. AT THAT POINT YOUR OFFICE WILL HAVE TO RE-SUBMIT THE PAPERWORK.

Transmit the Asset Transfer Transmittal to LPAA. This will generate an LPAA Asset Transfer Document consisting of a system generated Asset Transfer Number.

See <https://www.incircuit.com/index.cfm?service=AM> for log on to LPAA.

Print a copy of the approved LPAA Asset Transfer Document for auditing purposes.

Each piece of equipment must then be labeled with the LPAA Asset Transfer Number. Label must be generated by the Section or District and attached to the item. Markers cannot be used to write directly on the item.

After equipment is properly labeled, the designated employee will contact LPAA to schedule a delivery date.

When property is ready for delivery, two complete sets of the LPAA Asset Transfer Documents is given to LPAA personnel together with the equipment.

LPAA must give DOTD employee a complete set of the signed LPAA Asset Transfer Document. It is the DOTD employee's responsibility to obtain the signed copy of the documents. These signed documents must be kept in the Business Office for auditing purposes. These records must be kept for a minimum of five years.

Do not send a signed copy to the Financial Services Section unless the item must be removed from the property control records.

Procedures for Delivery to LPAA for Sections Within the Baton Rouge Area (Except Section 45)

Submit Asset Transfer Transmittal to the DOTD Procurement Section.

The DOTD Procurement Section will transmit the Asset Transfer Transmittal to LPAA. This will generate an LPAA Asset Transfer Document consisting of a system generated Asset Transfer Number.

After approved by LPAA, one copy of the generated LPAA Asset Transfer Document will be forwarded to the originator by the DOTD Procurement Section. (The Procurement Section will no longer furnish labels.)

Each piece of equipment must then be labeled with the LPAA Asset Transfer Number. Label must be generated by the Section or District and attached to the item. Markers cannot be used to write directly on the item.

After equipment is properly labeled, the designated employee will contact LPAA to schedule a delivery date. When property is ready for delivery, the originator has two options::

1. Deliver the equipment to LPAA by Section personnel

or

2. Hold the equipment until DOTD Building Maintenance makes a delivery

If the Section delivers the equipment to LPAA, two complete sets of the LPAA Asset Transfer Documents is given to LPAA personnel for signatures. The DOTD employee delivering the items is held responsible for making certain that each LPAA Asset Transfer Document is signed by LPAA.

It is the DOTD employee's responsibility to obtain the signed copy of the documents.

One of the complete sets of signed LPAA Asset Transfer Documents must be sent to the DOTD Procurement Section.

Do not send a signed copy to the Financial Services Section.

The DOTD Procurement Section will send signed copy of LPAA Asset Transfer Document to Financial Services Section to remove item from property control records, if applicable.

If the Section wishes to wait for Building Maintenance to deliver the equipment to LPAA, the Building Maintenance driver will be responsible for securing the signed LPAA Asset Transfer Documents.

A complete set of signed LPAA Asset Transfer Documents will be copied and returned to the originator for their records.

Property remains the responsibility of the section until it is delivered to the Louisiana Property Assistance Agency.

Procedures for the Sale of Scrap Material

Submit Asset Transfer Transmittal for scrap metal, drums, etc. to the DOTD Procurement Section. The Asset Transfer Transmittal must contain an estimated weight. An estimated acquisition date as well as an estimated acquisition cost per unit of measure (pound, ton, etc.) is required. Transfer Method is As Is Where Is. These are required fields and the system will not accept the Asset Transfer Document without this estimated information. If acquisition date and/or cost are unknown, you must estimate the acquisition date and/or acquisition cost. Districts and Sections should add suggested vendors who are within their area in an effort to obtain bids. This information must include vendor name, telephone number, fax number and email address.

The DOTD Procurement Section will proceed with the sale of these items.

Once prospective bidders come to inspect the scrap material, no additional scrap can be added to the scrap pile.

After the material has been sold, the District or Section will be notified regarding the contract award information and advised that material can be released.

The District or Section must obtain weight tickets and have vendor sign the LPAA Asset Transfer Document.

The original weight tickets and signed copy of LPAA Asset Transfer Document must be forwarded to LPAA. Along with a cover letter stating the total number of pounds picked up by the successful bidder and mailed to:

Louisiana Property Assistance Agency, Attn: Sheryl Ferguson, P.O. Box 94095, Baton Rouge, LA 70804-9095

A copy of the signed LPAA Asset Transfer Document must also be sent to the DOTD Procurement Section for auditing purposes.

Procedures for Sale of As Is Where Is Items

for All Districts, Section 45, Section 59 and Sabine River Authority

Submit signed Asset Transfer Transmittal to the Business Office.

Transmit Asset Transfer Transmittal for items too large to transport to LPAA. An estimated acquisition date as well as an estimated acquisition cost per unit of measure (each, etc.) is required. These are required fields and the system will not accept the Asset Transfer Document without this estimated information. If acquisition date and/or cost is unknown, you must estimate the acquisition date and/or acquisition cost.

Submit pictures along with your Asset Transfer Transmittal to LPAA.

See <https://www.incircuit.com/index.cfm?service=AM> for log on to LPAA.

LPAA will proceed with the sale of these items.

After material has been sold, the District or Section will be notified regarding the sale and advised that materials can be released.

The District or Section must have the successful vendor sign the LPAA Asset Transfer Document when the item is picked up.

A copy of the signed LPAA Asset Transfer Document must be sent to LPAA. A signed LPAA Asset Transfer Document along with all documents pertaining to the sale must be filed in the Business Office. These records must be kept for a minimum of five years.

Do not send a signed copy to the Financial Services Section unless the item must be removed from the property control records.

Procedures for Sale of As Is Where Is Items for

All Sections in the Baton Rouge Area (Except Section 45)

Submit Asset Transfer Transmittal for items too large to transport to LPAA. An estimated acquisition date as well as an estimated acquisition cost per unit of measure (each, etc.) is required. These are required fields and the system will not accept the Asset Transfer Document without this estimated information. If acquisition date and/or cost is unknown, you must estimate the acquisition date and/or acquisition cost.

Submit pictures along with your Asset Transfer Transmittal to the DOTD Procurement Section.

LPAA will proceed with the sale of these items.

After material has been sold, the District or Section will be notified regarding the sale and advised that materials can be released.

The District or Section must have the successful vendor sign the LPAA Asset Transfer Document when the item is picked up.

A copy of the signed LPAA Asset Transfer Document must be sent to the DOTD Procurement Section and LPAA.

Do not send a signed copy to the Financial Services Section.

The DOTD Procurement Section will send signed copy of LPAA Asset Transfer Document to Financial Services Section to remove item from property control records, if applicable.

Procedures for Trade-In of Equipment

All purchases which include a trade-in require prior approval from LPAA before Purchase Order can be issued.

Transmit Purchase Requisition and forward any supporting documents to the DOTD Procurement Section.

After the bid opening, either the DOTD Procurement Section or State Purchasing, depending on which office handled the bid process, will submit memo and copy of file to LPAA requesting approval to accept the trade-in offered by the low bidder.

If approved, District or Section must then submit an Asset Transfer Transmittal to the DOTD Procurement Section.

The DOTD Procurement Section will transmit the Asset Transfer Transmittal to LPAA. This will generate an LPAA Asset Transfer Document, consisting of a new system generated LPAA Asset Transfer number.

After approved by LPAA, the DOTD Procurement Section will forward two copies of the LPAA Asset Transfer Document to the originator.

Equipment cannot be released to the successful bidder until approval has been received from LPAA.

The District or Section can then release the equipment to the successful vendor. Vendor's representative must sign the LPAA Asset Transfer Document when the equipment is picked up.

Submit copy of signed LPAA Asset Transfer Document to the DOTD Procurement Section.

Do not send signed copy to the Financial Services Section.

The DOTD Procurement Section will send signed copy of LPAA Asset Transfer Document to Financial Services Section to remove item from property control records, if applicable.

Instructions For Completing Asset Transfer Transmittal

Transmittal No.:

Type District or Section number, followed by three digit number assigned by the originator.

Transmittal Date: Type current date

Classification Description: Type LPAA description which is found in Chapter 38 of the Procurement Manual.

Serial Number(s): optional

Quantity: Number of like items being transferred

Note: Items having the same Classification Description can be combined on one document as long as items do not have a property control number. A separate document must be prepared for each property control item.

Transfer Method: Mark whichever applies

Note:

If request is for permission to scrap, write reason for request (broken, beyond repair, obsolete, etc.).

If request is for trade-in, must include the applicable Purchase Requisition Number.

If item is being surplused and another State Agency or Public Entity has requested the item, list the name of the State Agency or Public Entity, their contact person and telephone number under Other

List any special notes under Other, if applicable.

Property Control Number: Type property control number, if applicable.

Note:

Before entering a property control number, check PIMS system to make sure that the property control number is still valid. If the property control number has been deleted from PIMS, do not list the property control number on the Asset Transfer Transmittal.

Acquisition Date:

Date should be shown as a two digit month, followed by a two digit day, followed by a four digit year. This is a required field, if acquisition date is unknown, you must estimate the acquisition date.

Acquisition Cost Per Item:

Cost should be rounded off to the whole dollar. This is a required field, if cost is unknown, you must estimate acquisition cost.

Storage Location:

Type physical location using street address, city and zip code. Also indicate room number, if applicable.

Contact Person: Type name of person to contact for additional information or clarification.

Telephone Number: Type telephone number of contact person.

Approved By:

Signature of DOTD employee authorized to sign this document. If document is not signed, Asset Transfer Transmittal will be returned for proper signature.

See Chapter 39 for Asset Transfer Transmittal Form.

ASSET TRANSFER TRANSMITTAL
(PROCUREMENT SECTION)
(This document is used to dispose of surplus property)

Transmittal No. _____ Transmittal Date: _____
(District/Section Number
followed by 3 digit
sequential number)

Classification Description : _____
(Must agree with LPAA Descriptions in Procurement Manual Chapter 38)

Serial Number(s): _____
(optional)

Quantity: _____

Transfer Method: (Mark which applies)

Deliver to LPAA _____
Pick Up By LPAA _____
Request to Scrap _____ Reason for Request: _____
Request Permission To Dismantle For Parts _____
As Is Where Is _____
(Used for Scrap Metals, Drums, etc.) also used for items too large to
transport to be sold at LPAA Auction.

Request to Trade-In _____ P.R. Number: _____

Other: _____

Property Control No. _____
(If Applicable)

Acquisition Date: _____
(If unknown, give estimate)

Acquisition Cost Per Item: _____
(If unknown, give estimate)

Storage Location: _____
(Street Address including Room Number, if applicable)

Contact Person: _____

Telephone No. _____ Email Address: _____

Approved By: _____
(signature required)