



pennsylvania

DEPARTMENT OF GENERAL SERVICES

How to Surplus State Property:

Agency Property Disposition Instructions

1. Complete electronic form STD-551 and submit to your agency Property Control Officer (PCO) for approval.

My Agency PCO: _____

2. Complete STD-552 (Green Tags) and affix to all items being sent to surplus.
3. Once STD-551 is approved by Surplus Property Agent, Agency must complete an online Delivery Request or Work Request (for Harrisburg Area) Form, and submit the form to the State Surplus Resource Account - RA-statesurplus@pa.gov.
4. Once approval is granted, property will be delivered to the State Surplus Warehouse at 2221 Forster Street, Harrisburg, or disposed of otherwise as indicated on the approved 551.

Additional Guidelines Prior to Delivery to Harrisburg

1. All items must have STD-551 approval.
2. All items must have an STD-552 attached.
3. Items shall be palletized, organized, and shrink-wrapped.
4. All IT equipment must be accompanied with a Chain of Custody (COC) form and all removable media must be removed from computer equipment.
5. Hard drives and all informational computer disks should be separated and clearly labeled for destruction with a COC form.
6. Agencies must have Surplus Property Agent approval prior to delivery.

How to Receive Surplus Property:

Agency Property Receipt Instructions

1. Agencies may obtain items prior to their release to the general public.
2. Agencies may visit the warehouse and verify items on hand.
3. Agencies also may call or e-mail the warehouse to inquire about items. Please use contact information below. Consider signing up for our emails.
4. Once an Agency determines need, a PCO approval must be obtained. This should be done via e-mail from the PCO to the State Surplus Store Manager.
5. Agencies may place property "on hold" for a maximum of 14 days to arrange transportation and receive approval.
6. Agencies may also request us to be on the lookout for a needed item. This can be done via the Wants List form. (*See below.*)

Additional Procedures

- During the hold period, no other Agency will be able to obtain this surplus. After the 14-day holding period expires, items are then available to all Agencies.
- If PCO approval is not in hand at time of removal, property cannot be released.
- A GSSS0-80 form, the Agency Transfer Form, is obtained at the Surplus Store and must be completed and signed by an Agency representative at time of pickup. This form is then forwarded to the PCO for their records.

Staying Connected

Newsletter: You can sign up to receive our newsletter, which includes new items that are being offered before they are offered to the public.

Wants List: If there is something you are looking for, feel free to contact us or fill out a Wants List form, and we will contact you if your item comes in.

Both forms can be located on our website at www.dgs.pa.gov.

CONTACT:
State Surplus Distribution Center Manger
(717) 772-5447
E-mail: RA-statesurplus@pa.gov