Surplus Property Report Disposition System Users Manual

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Department of General Services

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Completing a STD-552

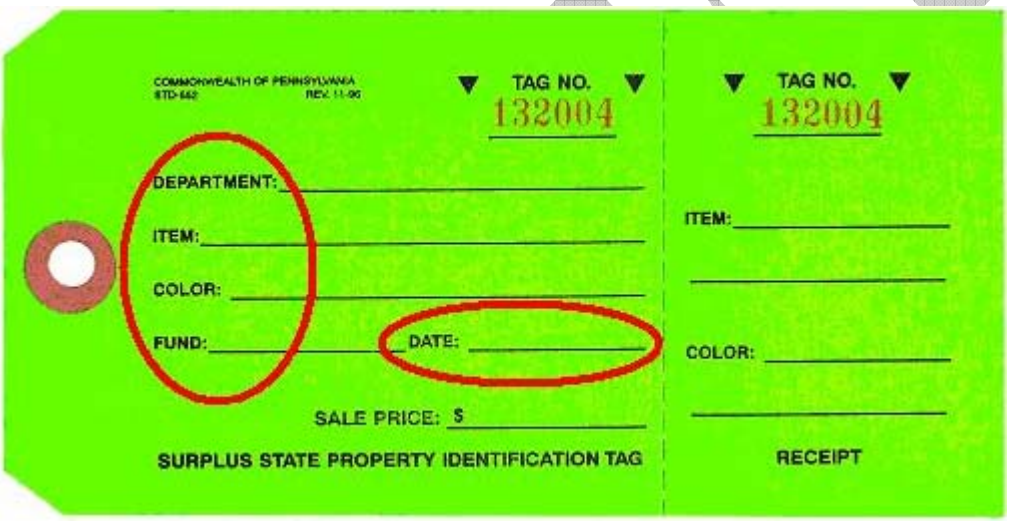
Prior to entering any property into the Surplus Property Report Disposition System, the releasing agency must complete a STD-552 for each item. Please note that Separate reports are required for each item or each lot of similar items.

How to Complete and STD-552:

A. Enter the department name, item name, color, and revenue code (Fund) on each tag. See Diagram below

B. DGS will enter the sale price on the tag.

C. Secure the tag in a prominent location.



Using the Surplus Property Report Disposition System

How to Log in to the System:

A. Open up Internet Explorer (IE) to access the Internet by double clicking on the Internet Explorer Icon on your desktop

B. Enter www.dgs.state.pa.us in the address field.

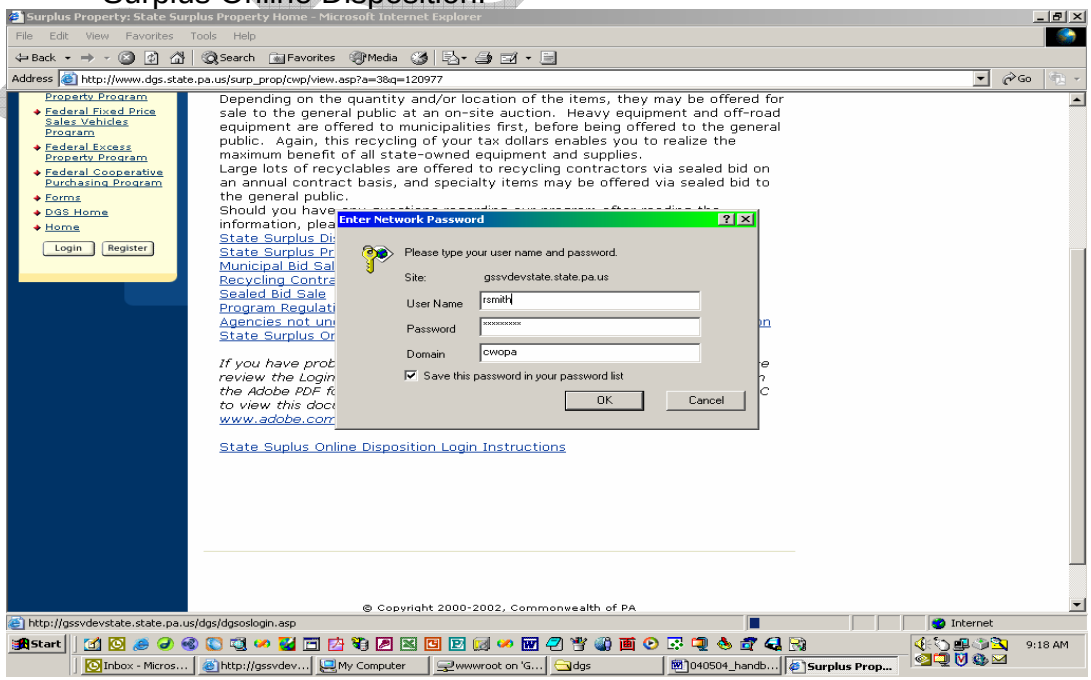
C. Click the Government Surplus button on the DGS Home Page

D. Click the State Surplus Property Program link on the Government Surplus page.

E. Click the State Surplus Online Disposition link on the State Surplus Property Program page.

F. Enter your network id, password, and CWOPA as the domain in the grey Login box that will pop up. If the box has 2 lines, enter the domain and network id information in the first line(for example: cwopa\rsmith) and your password in the second line. If the box has 3 lines enter your network id in the first line, your password in the second line, and CWOPA in the third line (the domain line).

G. After login, you will be forwarded to the first page of the State Surplus Online Disposition.



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Entering Item(s) into the System

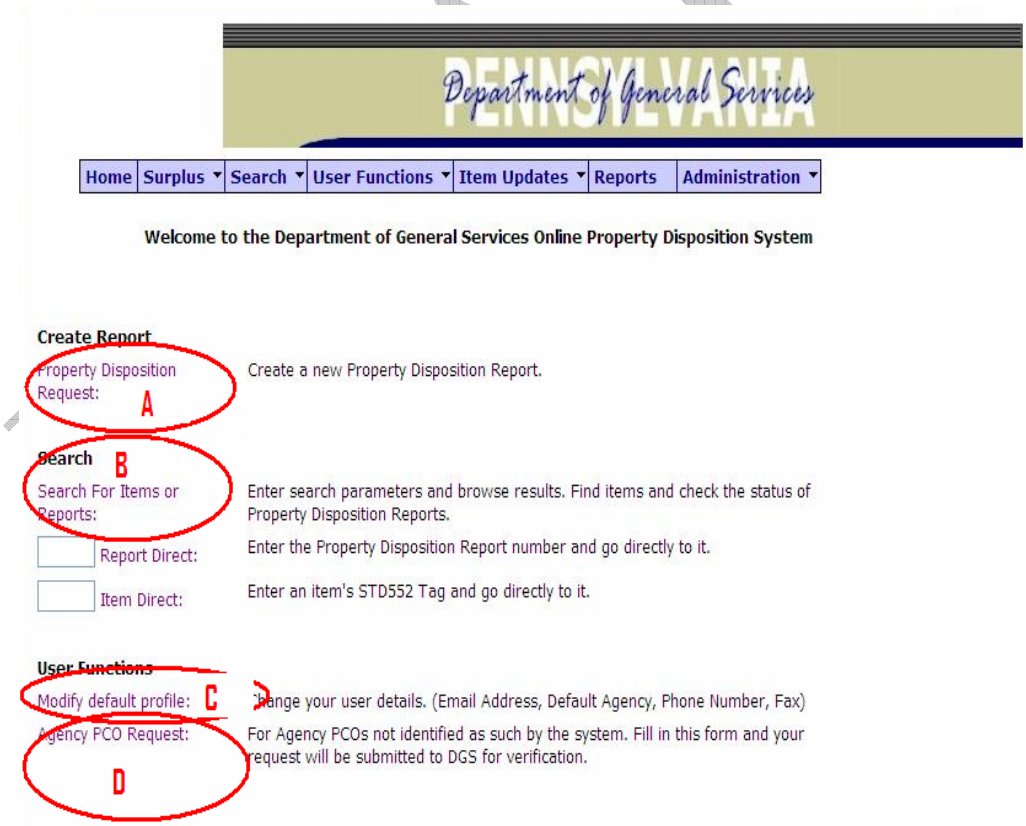
System Functions:

A. Create a New Report

B. Search for a Report or Available Surplus Items

C. Modify your profile

D. Request your verification as a Property Control Officer



Create a New Report

A. From the main menu, click on “Property Disposition Report”

B. Your agency will automatically populate the Releasing Agency field. If it doesn't, click on the drop down menu and pick your agency

C. Select the action you are requesting from the drop down menu: Trade-in, Fair Market Exchange or Surplus

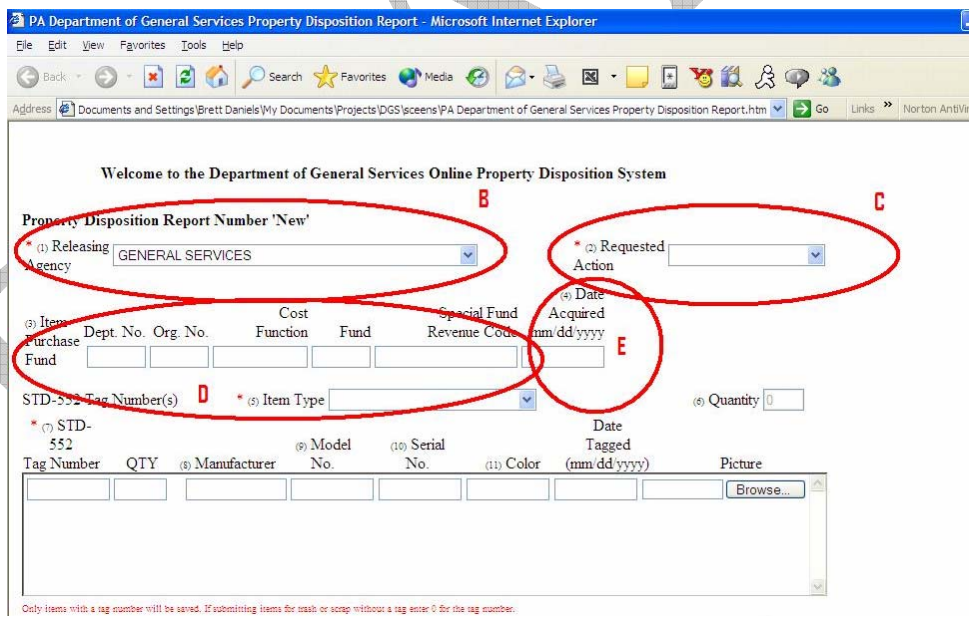
- Trade-in – complete the Surplus Disposition Report and submit to DGS State surplus along with appropriate purchase documents

- Fair Market Exchange – prior to completing the online form, obtain the agreed upon price from the receiving agency. Complete the Surplus Disposition Report indicating the receiving agency and the agreed price

- Surplus – complete the form for validation of disposition: scrap, recycle, or no cost exchange. The selection of surplus will place your items on the intranet site for advertisement

D. Enter Item Purchase Fund information

E. Enter the date acquired, if known



F. Select the item type of property to be surplus from the drop down menu

- If the item type is not found on the drop down menu, select "Other." Advance to box #17 where you can enter a complete description of the item

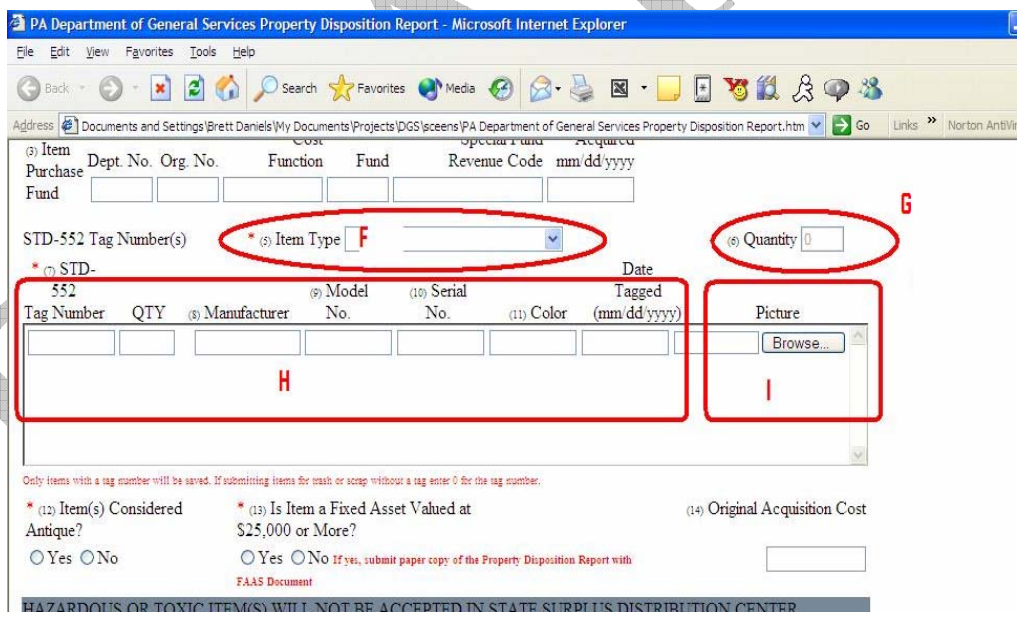
- **Note:** Depending on the item selected you will be required to validate that files and information has been removed

G. The quantity of items to be surplus will automatically populate as you perform step H

H. Enter the STD-552 numbers

- Complete reports for like items only
- Enter the following information, if known; manufacturer, model, serial number, color, date tagged
- A new row will be created when you hit your “Tab” key. The row will populate with the information contained in the previous row and total the quantity of items surplus

I. (Optional) Enter a picture of the Item(s) by clicking on the “Browse” button and navigating to the directory that contains the picture of the Item(s)



J. If the item is considered an antique, indicate by clicking the Yes or No radio button

K. If the item is a Fixed Asset Valued at $25,000 or greater, click the “Yes” radio button

- If you click the “Yes” radio button, you must submit a paper copy of the FAAS document to State Surplus and enter FAAS Control numbers in box #17

L. Enter the Original Acquisition Cost

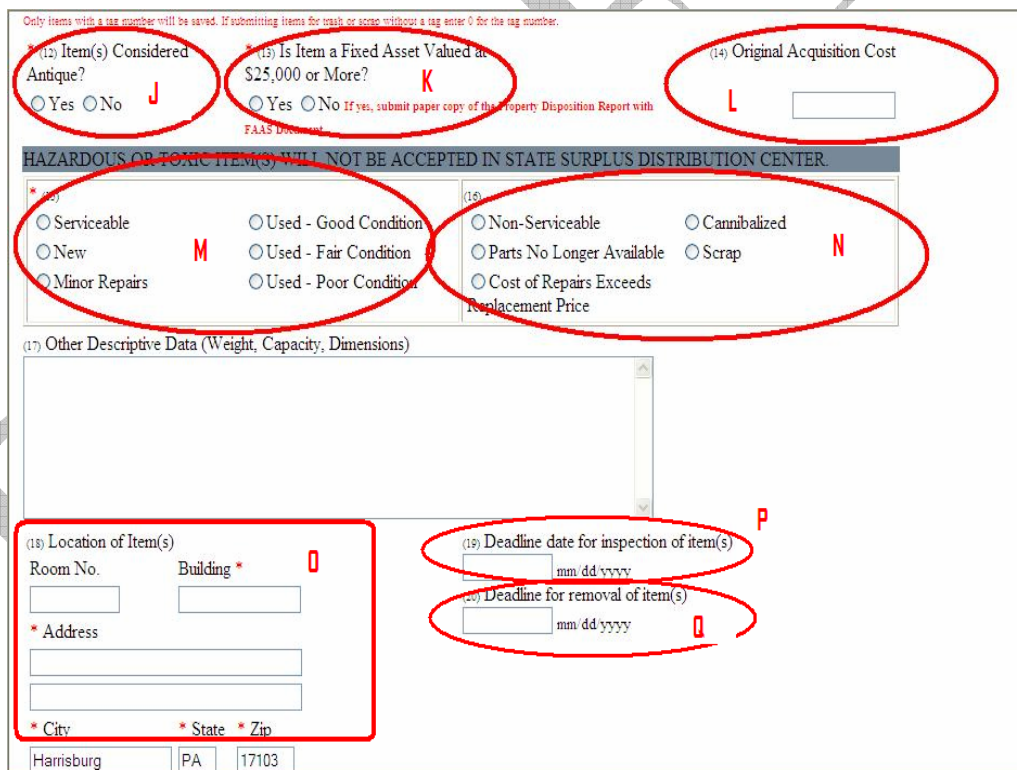
M. Click on the radio button that best describes the “Condition of the Property”

N. Click on the radio button that best describes the reason for the item being surplus

O. Enter the current location of the items

P. Enter the “Deadline Date for Inspection of Item(s)”

Q. Enter the “Deadline for the Removal of the Item(s)” from the location in mm/dd/yy



R. Your personal data will automatically populate in the Releasing Agency contact information fields. You can click on the drop down menu and select another individual to be the contact person

S. If the Item(s) are marked for “Fair Market Exchange” (see box #2/ step C)

- Click on the drop down menu and select the name of the person from the receiving agency. The contact information will drop down list is pre-populated with all registered site visitors

- Once you select the name from the drop down menu, the contact information populates in the fields below

- **Note:** Some items will require acknowledgement of removal of files and/or data such as file cabinets, computers and desks

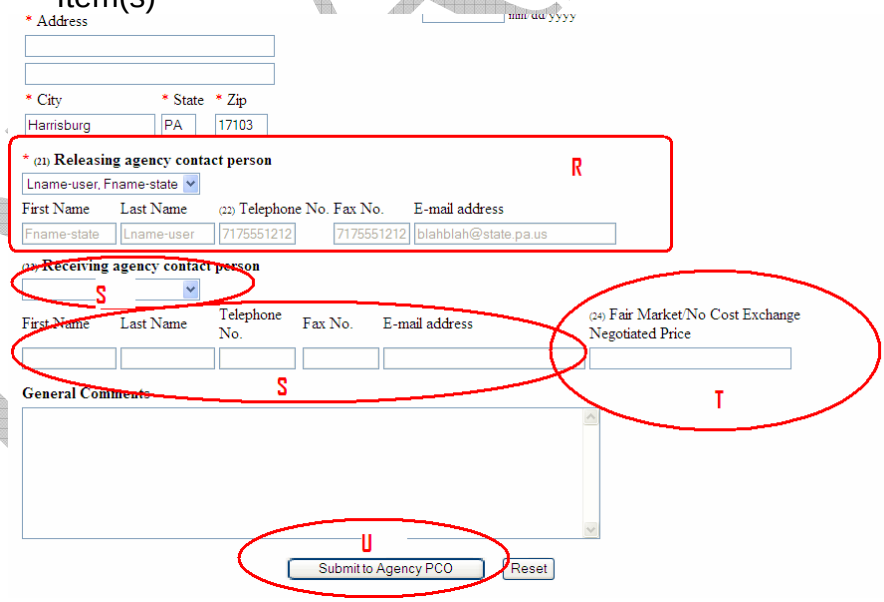
T. Enter the "Negotiated Price" of the Fair Market or No Cost Exchange

U. After the above steps have been completed

- Click on the "Submit" button. Once you select the "submit" button, your Agency PCO will receive an email notifying them to review and either approve or reject the report

- The Originator will also receive an email notification verifying that the submission of the report to the PCO did occur

- Reset will delete **ALL** of the information entered for this Item(s)



V. If you wish to submit another report, click on "Home" menu located at the top of the page and the repeat the process

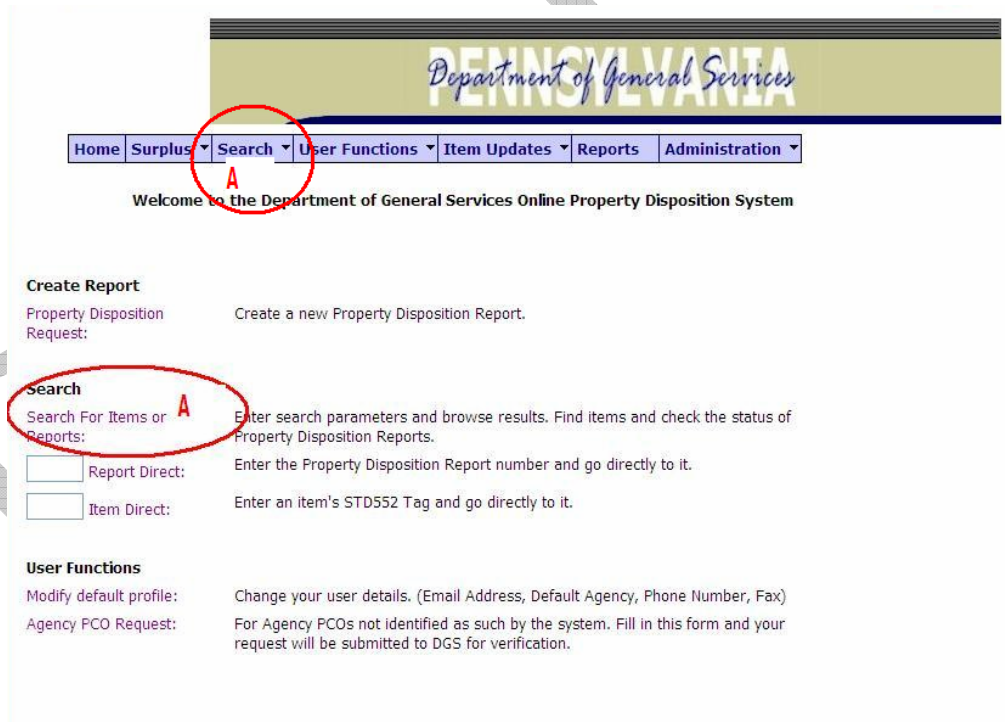
W. **NOTE:** Agency PCOs with items listed and not claimed within the 10 days will receive an email with a disposition notice from DGS State Surplus.

Search the Online Site for Surplus Property

The Search Function allows you to search by report number, tag number or by other search parameters. If you know your report or tag number, enter the information in the field and click on the "Report Direct" or "Item Direct." This will take you directly to that information.

General Searching:

A. If you do not know a report or tag number or if you want to view items available for disposition, you can do one of the following:
   - Click on "Search for Items or Reports." Located on the left side of the screen.
   - Click on "Search" drop down menu at the top of the screen and then click on one (1) of the three (3) options.

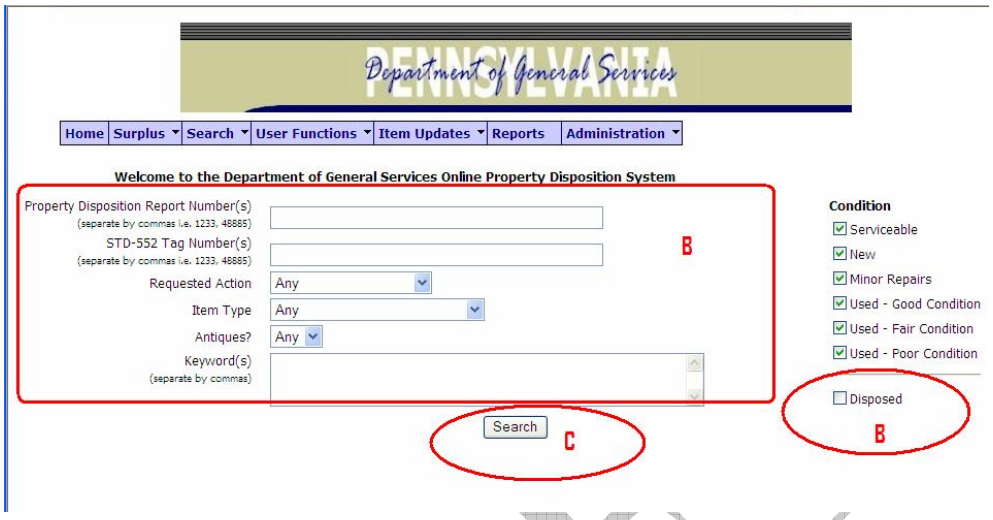


B. Enter the parameters for your search.

   - You can also search by Property Disposition Number, STD 552 Tag number, Requested Action, Type, Antique or Keyword.

- Disposed (Unchecked by default) allows a PCO to view items taken by other agencies

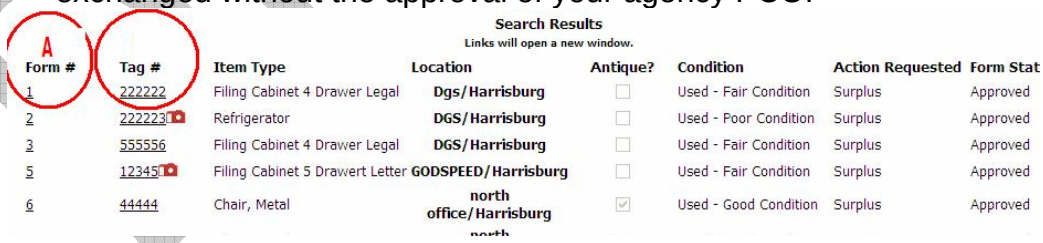
C. Click the Search Button to retrieve item(s) that meet your parameters



Viewing the search results:

A. To view the entire disposition form click on the Form #. This provides detailed information on DGS disposition status

B. To request an item, click on the tag number of item desired. A copy of the Disposition Report will open. Select "Request Item" if you would like to receive this property. If any other agency has requested the property, their information will be listed. No property will be exchanged without the approval of your agency PCO.



Requesting an Item:

A. Once you select "Request Item" an email notification will be generated to the requester and your PCO informing them of the property request. The PCO must approve the request for the process to continue. You will be notified in an email of the approvers decision

B. If the Item is approved, an email notification is generated to Surplus Agency PCO informing them of the disposition

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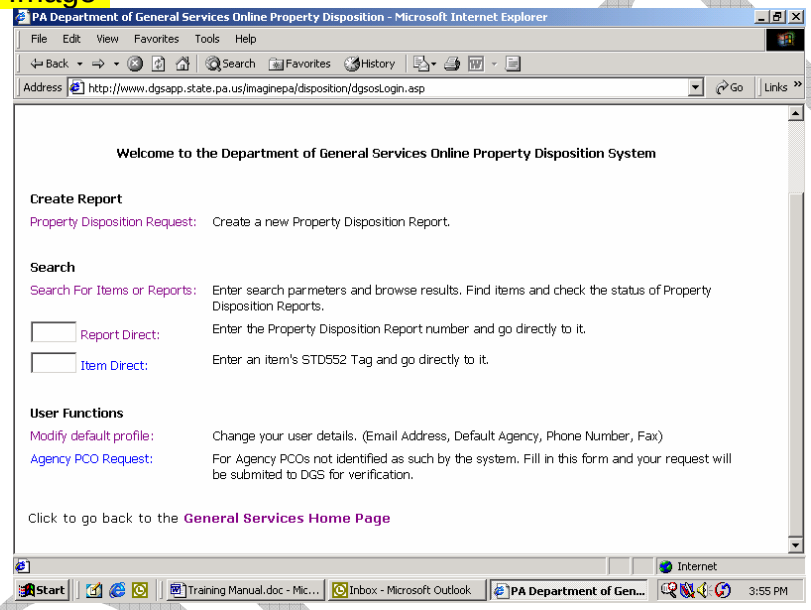
Modify Your Profile

If any of your personal information changes, you can modify your profile within the system.

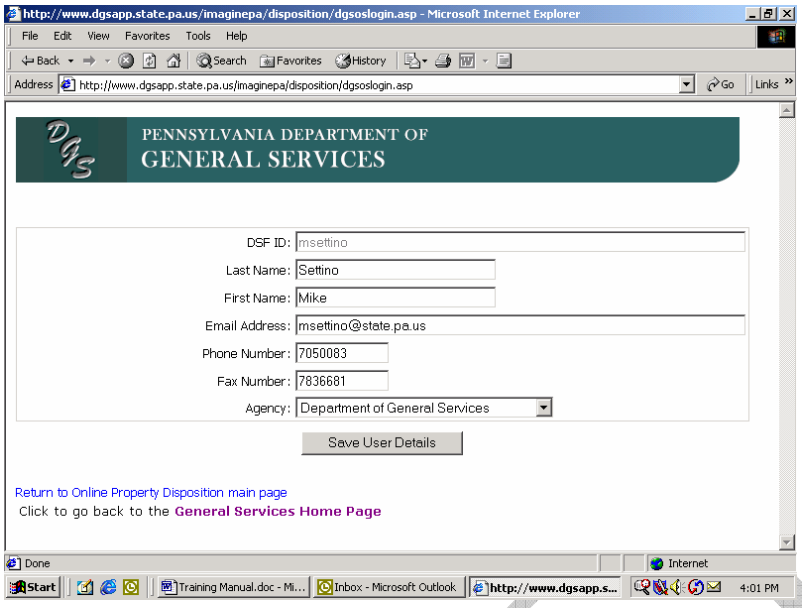
Changing Profile Information

D. Select “Modify Default Profile” from the main screen.

Replace Image



E. Enter your user information and click on “Save.” *Replace*

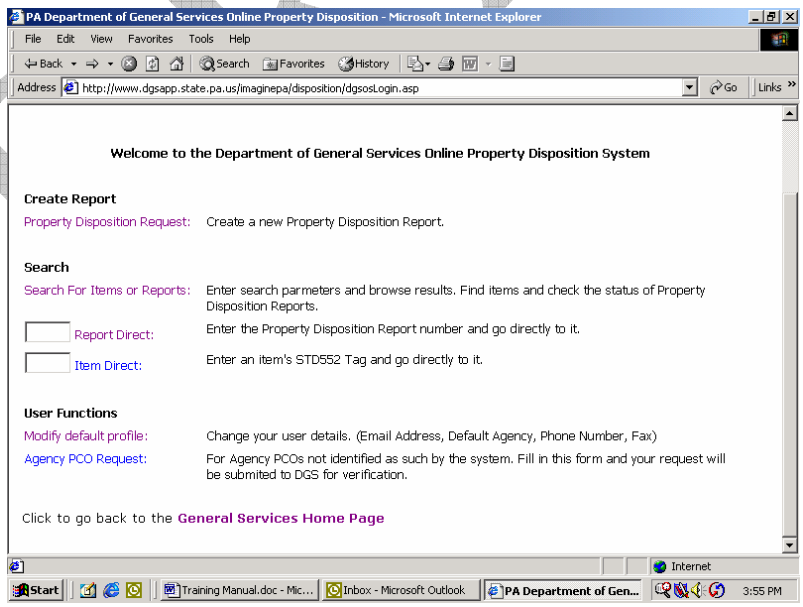


Request to be a Primary/Secondary Agency PCO

No Agency PCO or Alternate will be approved without written acknowledgement to DGS from the Agency Head, per **Administrative Circular, 02-24 of August 26, 2002.**

Request for a PCO

A. Select "Agency PCO Request" from the main screen. *replace*



B. Enter your user information and click on "Submit Request." *replace*

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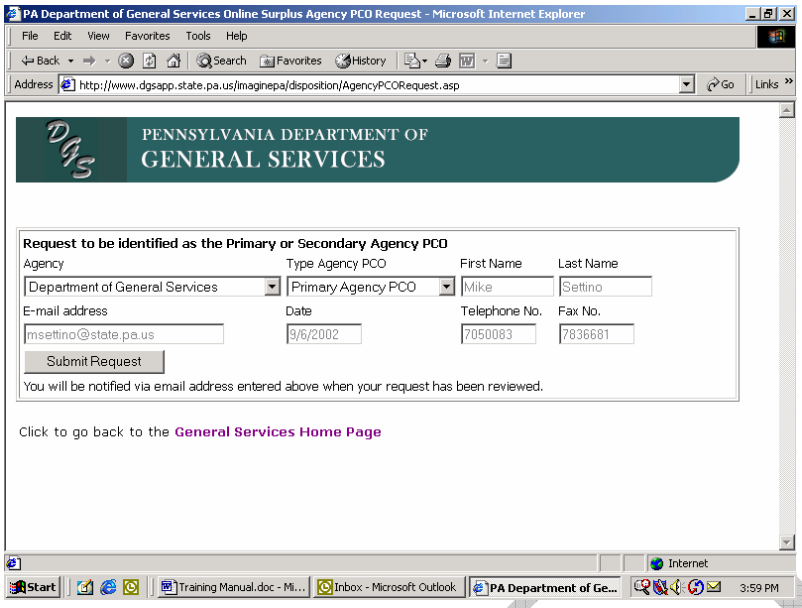
PA Department of General Services Online Surplus Agency PCO Request - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.dgsapp.state.pa.us/imaginepa/disposition/AgencyPCORequest.asp
Go Links
PENNSYLVANIA DEPARTMENT OF
GENERAL SERVICES
Request to be identified as the Primary or Secondary Agency PCO
Agency
Department of General Services
Type Agency PCO
Primary Agency PCO
First Name
Mike
Last Name
Settino
E-mail address
msettino@state.pa.us
Date
9/6/2002
Telephone No.
7050083
Fax No.
7836681
Submit Request
You will be notified via email address entered above when your request has been reviewed.
Click to go back to the General Services Home Page
Internet
Start
Training Manual.doc - Mi...
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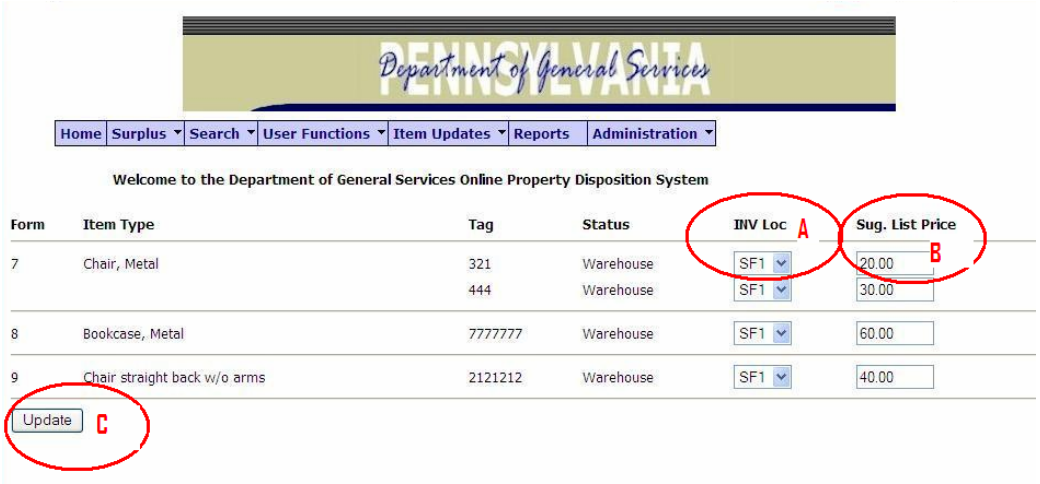
Administrator Functions

Administrator Login Screen

Sale Items:

Inventory page:

A. Click on “INV Loc” drop down menu to change the location of an item
B. Click on the “Sug. List Price” to change the price of an item
C. Click on the “Update” button to save the changes in status of the item



Reports:

Viewing submitted reports:

A. PCO will login to the DGS Online Property Disposition System.

B. From the main menu, enter the report number identified in the email into the “Report Direct” field. Click on “Report Direct” to go to the report.

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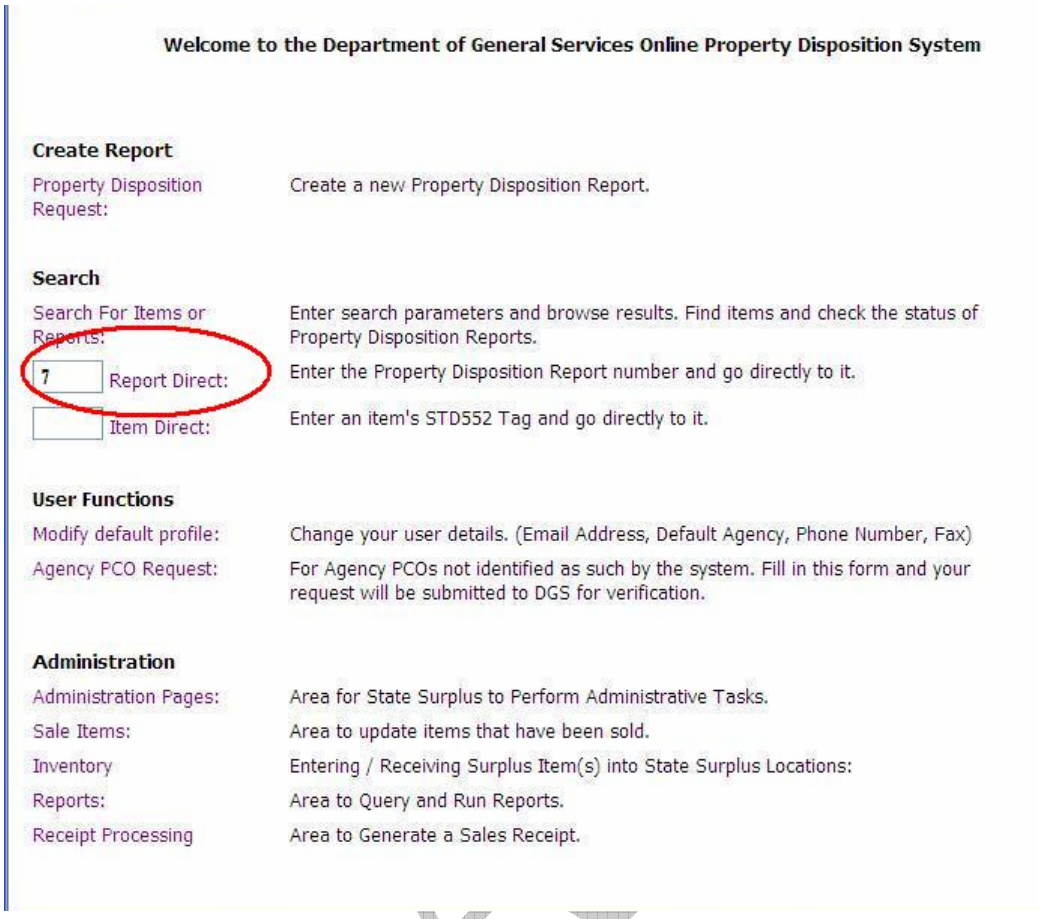

C. Review the form for Approval or Rejection

- An Agency PCO can modify any data on the Surplus Disposition Report prior to approval or Rejection

D. Before approving or rejecting the report, the PCO must click in the box “I the Agency PCO have read and accepted the above:”

- After you click the box, your personal data will automatically populate the Agency PCO fields. The list contains only the names of approved PCOs

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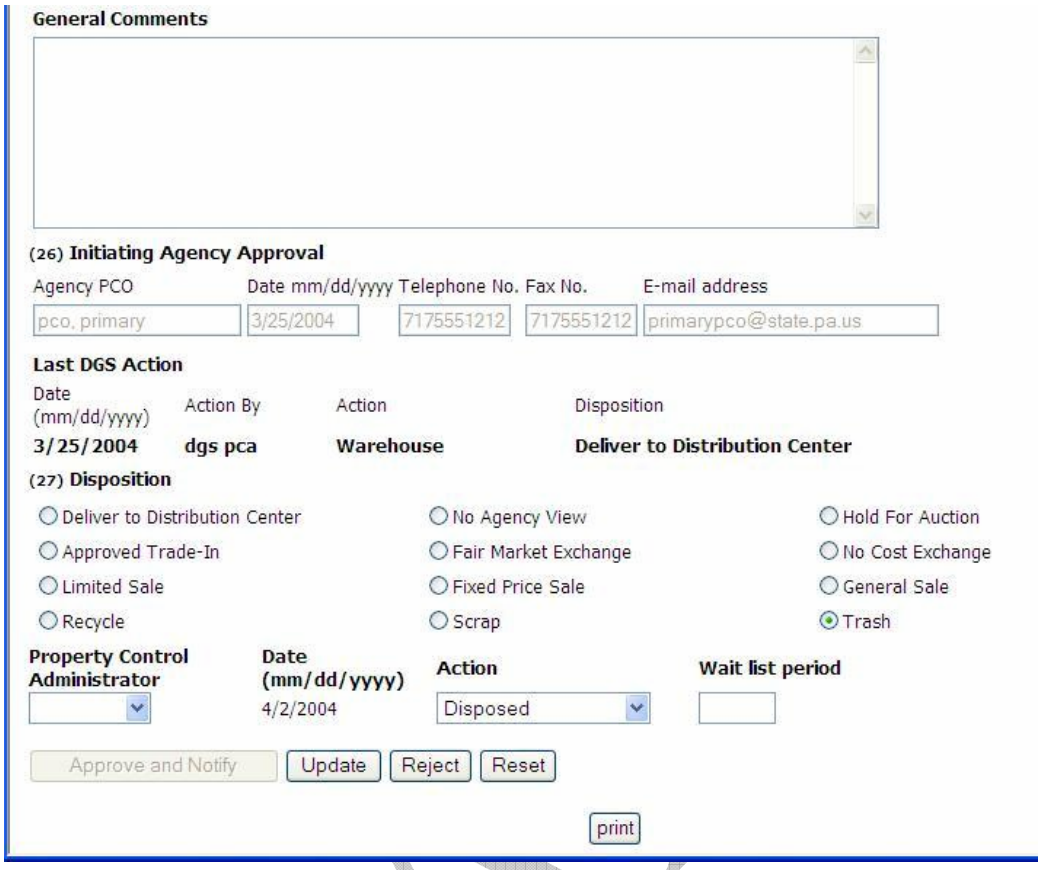

Report Approval:

A. Click on the "Approve" button on the property disposition report.

- Upon your approval, DGS State Surplus will receive an email notification of the approved report.
- The originator of the form will receive an email informing them the report is approved by their PCO.
- Upon approval of the report by your agency PCO, the information is posted to the DGS Online Property Disposition System. The report will indicate that DGS has not yet approved the form. Following DGS approval the items are available for disposition for ten days.
- DGS State Surplus will change the disposition of the item. This removes it from availability to other agencies. The first PCO to submit an approval of the request receives the item

B. If the items are not claimed while posted, DGS State Surplus will finalize the disposition and that disposition instructions will be emailed back to the Surplusing Agency PCO and originator.

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Report Rejection:

A. Click on the “Reject” button on the property disposition report.

- Upon your rejection of the report, the originator will receive an email informing of the rejection.
- The form may then be edited and re-submitted.

Receipts Processing:

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