



## HOW TO SURPLUS PROPERTY:

### Agency Property Disposition Instructions:

1. Complete the electronic [Property Disposition Report](#) (the report must be accessed from Internet Explorer not Google Chrome). Your completed disposition report is routed to your Agency Property Control Officer (PCO) for Review and approval.
2. When your PCO approves your report, it is then routed to the DGS Surplus Property Agent (SPA) to determine and assign a disposition. You will receive an email notification when this happens.
3. When the SPA assigns a disposition to the property, you will receive the final approval through email notification.
4. It is your responsibility to check the assigned disposition for the items by going back into the disposition reporting system and reviewing the disposition report.
5. At this point you are authorized to take the approved action indicated in the report.

### Guidelines for Disposition Assignment "Deliver to Distribution Center":

1. In order to deliver items to the distribution center, you must submit a Delivery Request Form. State Surplus will review and approve or deny your request based upon loading dock availability and requested delivery date.
2. In order to request pick-up of items (**only available in the Harrisburg area and under certain circumstances**), you must submit a Work Order Request Form. State Surplus will review the request. If approved, State Surplus will reach out to the agency contact listed on the Work Order Request to schedule a pick up from the specified location
3. Agencies may secure moving services through the approved moving contracts.

#### Link to Moving Contracts:

<http://www.emarketplace.state.pa.us/BidContracts.aspx>

(Search by "Description" and "Moving" then hit submit. This will bring up all available contracts.)

### Deliveries to Distribution Center must meet the following criteria:

1. Items must be palletized, organized and shrink wrapped
2. All items must be accompanied by a copy of the approved Disposition Report and marked with the Tag Number used on the Disposition Report
3. Per ITP SEC 015 all IT equipment must be accompanied with a Chain of Custody (COC) form and all removable media must be removed from computer equipment.
4. All hard drives should be removed and clearly labeled for destruction. Media such as cd's, dvd's, sim cards, etc. should be on a different disposition report than the hosting equipment and require a separate COC form.

Forms (Delivery Request, Work Order Request, Chain of Custody, Wants List and State Agencies Updates) located on our website at

<https://www.dgs.pa.gov/Surplus/State/Pages/default.aspx>

## HOW TO ACQUIRE SURPLUS PROPERTY FOR YOUR AGENCY:

Surplus Property is available to all agencies at the Distribution Center and across the Commonwealth.

- Agencies may visit the Distribution Center and select items from inventory
  - Agencies may place available surplus "on hold" for a maximum of 14 days to arrange for transportation and receive approval from their PCO. After 14 days, the property becomes available to other agencies.
- Agencies may call, or email State Surplus to inquire about available items:

717-772-2300

[RA-statesurplus@pa.gov](mailto:RA-statesurplus@pa.gov)

- Agencies can sign up to receive periodic emails alerting them to Surplus Property being decommissioned by other agencies here:  
<https://www.dgs.pa.gov/Surplus/Documents/Agency%20Newsletter.pdf>

### Guidelines for Acquiring Property for Your Agency:

1. Secure the approval of your Agency's Property Control Officer (PCO) by email.
2. The PCO should send the granted approval to both the requestor and to DGS.
3. If the approval from the PCO has not been received by DGS/Releasing Agency prior to removal of the Surplus Property, the property cannot be released. A copy of the emailed approval must be presented at the time of removal

**Note:** When obtaining items from the Distribution Center, an Agency Transfer Form (available at the Distribution Center) must be completed and signed by an Agency representative at the time of pickup. This form is then forwarded to the Agency PCO for their records.

## CONTACT:

**State Surplus Division Chief**

**717.772.2300**

**e-mail: [RA-statesurplus@pa.gov](mailto:RA-statesurplus@pa.gov)**