

## Surplus Property Transaction Form Submission Guidance

When a department or division determines that an capital asset is no longer needed in their area, a Surplus Property Form can be obtained and routed for completion on the VSCC website:

<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/a932e74b-a18e-4e6b-bf59-7fe267584ff5/&SpSessionAuthnAdapterId=volstateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fb1fb98d3-0c99-41d0-bd5f-5ba5e1e3c341>

When submitting a Surplus Property Transaction Form, **PLEASE** ensure that you are providing the following information:

- Vin/Serial Number (if applicable)
- Make/Brand of item (if applicable)
- Model & Model Year (if applicable)
- Vol State Item Tag Number (If applicable)
- When requesting to sell Items, description must be long enough to thoroughly answer any questions a potential buyer may have. (Think about any questions you are looking to answer when viewing a listing on eBay, or any other online purchasing site)
- Submit clear & precise pictures of items you are wanting to sell, donate, trash, or dispose of. (All images submitted must be in JPG format)

You can request multiple assets to be removed on one Surplus Property Transaction Form. Each item will be separated and listed as Asset 1, Asset 2, etc. on form. When listing multiple assets that are also like items (i.e., a lot of 10 Dell Monitors of similar make & model) please list items under the same asset # on form. All like items will be listed under same Asset #.

Asset items are **not** to be removed or discarded from your designated area until the Surplus Property Transaction Form has been completed in its entirety. Forms must be reviewed and signed by the following:

- Department Head/Dean/VP
- The VP of Business & Finance
- Plant Operations
- Information Technology
- Surplus Property Administrator

You can always monitor the status of your Surplus Property Form by logging into Dynamic Forms > Click on drop down "My Forms" > select "Pending/Draft Forms" > locate pending form in question, then click drop down "Action" > select Manage Co-Signers. This will let you know specifically who has yet to review or sign your pending form.

**Gov Deals Listings:** When requesting to sell your asset on Gov Deals and the final disposition has been determined as such, the Surplus Property Administrator will list the asset on Gov Deals on your behalf. Upon the completion of sale of asset on Gov Deals the Asset/Property Custodian (individual that requested transaction) will be sent the Bill of Sale (BoS), along with the contact information of the buyer. The Asset/Property Custodian will also be responsible for coordinating pickup of asset between the buyer and, Plant Operations (furniture) or an IT representative (computer/electronics). They will also ensure that the BoS is signed & returned to the Surplus Property Administrator to assist completing the Surplus Property Transaction Form. Once process is complete, please maintain documents to properly record your asset removal transaction.

**QUESTIONS:** Ernest Beasley, ext.3561 [ernest.beasley@volstate.edu](mailto:ernest.beasley@volstate.edu), or Stephanie Maceina, ext. 3584 [stephanie.maceina@volstate.edu](mailto:stephanie.maceina@volstate.edu)

**DISCLAIMER:** This document has been created as a 'GUIDE' to assist with submitting Surplus Property Transaction Forms. Some requests may require circumstances beyond those listed above. **Always follow the policy:** [Capital Assets Control Policy](#) | [Volunteer State Community College \(volstate.edu\)](#)