

IT Surplus Procedure

IT tasks:

- Determine whether items may have some resale value and can be auctioned, or have no value and are to be recycled.
- Create list of items to include Model/part # and asset tag(s).
- For multiple items of the same type with no asset tags, create one entry with the model # and enter quantity of same.
- Enter the items into the Surplus Property Smartsheet, specifying in the Disposition field whether they are to be sold ("Auction") or recycled ("Dispose").
- Link to Smartsheet:
<https://app.smartsheet.com/b/form/2e4eb99c0f1e48d3ad2e62513a5fa1ce>
- NOTE: If an item has a Federal Asset tag, it will be handled differently, so do not include it on a pallet but set it aside and notify Jeanne at jlee@roguecc.edu.

Lisa Stanton will review the items entered in the Smartsheet and mark them approved for the next steps.

For recyclable items:

- Jeanne will notify the person who has entered the items in the Smartsheet when the items have been approved for recycling.
- IT will then contact Risk Management to pick up the items.

For auction items:

- IT will request a pallet from FMPC and place the items on the pallet.
- IT will email Jeanne Lee at jlee@roguecc.edu notifying her that the pallet is ready for photos and attach the list of items.

Jeanne tasks:

- Arrange to take photos of items to be auctioned.
- Have FMPC staff shrink wrap the items and deliver the pallet to the shop.
- Handle disposition of the Federal Asset items.
- Once items are approved for sale, enter them on GovDeals and handle the auction process.