

The Surplus Process Play Card

- 1) Department fills out a TDP form in Canopy.
 - a) TDP form will have the list of items being transferred to surplus.
 - b) This includes Asset and non-asset items.
 - c) Example – Asset item – Computer, Lab Equipment.
Example – Non-Asset item – Fax Machine, Furniture, Broken Chairs, Miscellaneous office items.
 - d) When the TDP is received from the department via Canopy, SSC will do a Work Order to have the items picked up.

- 2) The work order for Surplus. SSC responsibility
 - a) The work order will be requested from SSC along with a copy of the TDP.
 - b) Only items on the TDP will be picked up.
 - c) All assets are verified before pickup.
 - d) If an item is broken or severely damaged, it still needs to be transferred to surplus. At that time a representative from TAMUG will approve of the proper disposal.

- 3) Removal of surplus items. SSC responsibility
 - a) All computer & printers are sent to TDCJ (Texas Department of Criminal Justice).
 - b) Remaining items are available for other departments.
 - c) Items remaining in surplus will go to auction. (Lone Star Auction)

- 4) Auction steps. Information only- this is SSC responsibility.
 - a) An authorization letter from surplus, is sent to Surplus Property Office in College Station.
 - b) The letter is generated from Surplus to College Station through TAMUG for the approval to have the sale.
 - c) All items to be sold must be listed along with the asset number and value.
 - d) When the approval letter is received, Lone Star Auction will be contacted.
 - e) Some items are sold individual or in lots.
 - f) Lone Star Auction requires three photos of each item or Lots.
 - g) Once the sale is complete, a check will be sent to TAMUG
 - h) We are working towards having two surplus auction events a year.