Surplus Request Management System Updates

The Department of Enterprise Services Surplus Operations program is making improvements to the Surplus Request Management System (SRMS). As an approved submitter or preparer for the system, you will notice some changes, including:

Review Sales Info:

At the bottom of each approval document we have added information regarding the sales of the items.

Estimated, Depreciated and Reserve Values:

The option of filling in these three values will be given. A short explanation of the intent of these values is listed below.

Estimated Value:

The estimated value is **optional** and will be offered on both the standard and vehicle request forms. The estimated value of your item is your best guess as to the current market value of the item (please keep in mind the current condition of the item and that these are usually used items). This is helpful to DES Surplus Operations staff as a starting point for assessing the value of the item. It is especially helpful for specialty items such as lab equipment, medical equipment, heavy machinery, machines with specialized software, survey equipment and specialized tech equipment. These are items that we see only occasionally and require an expert's help to assess the value.

Depreciated Value:

This is the current depreciated value of any State Capital Asset and is **required** for such items. State Agencies are able to purchase State Capital Assets for the depreciated value.

Reserve Value:

The reserve value is useful to protect the value of an item during an online auction. The reserve is best utilized on items that DES Surplus Operations rarely sees - to make sure the final bid price is not too low due to lack of a customer base. If a reserve is not met, the winning bidder or the owning agency can back out of the sale for any reason. If the reserve is met, then both parties are obligated to follow through on the sale. If the reserve is set too low, then it is possible for the item to be sold for an unfavorable amount. If the reserve is too high, then the owning agency runs the risk of frustrating the top bidders who may not be willing to bid again on the item – lengthening the time for proceeds to be returned and possibly lowering the final price of the item. DES Surplus Operations recommends that agencies utilize the reserve amount on rare items

and to set this reserve amount at the absolute minimum they feel they can let the item go for.

Submitter Options:

The submitter may choose either "Send to DES for Approval" or "Internal Use Only" in a dropdown box.

Send to DES for Approval:

When you are ready to submit the disposal request for approval, choose this option. DES Surplus Operations will make a decision on whether or not we are able to take the item within 24 hrs. DES Surplus Operations may approve the disposal request, send the disposal request back to have more information filled in or reject the disposal request (rejection will rarely happen and only in the case of items we are not able to assist with like hazardous waste).

Internal Use Only:

The SRMS is set up for agencies to use on their own to track items internally. Choose this option for items you do not wish to have DES Surplus Operations assist you with.

Updated Actions, Disposition and Locations:

Upon approval of a disposal document, DES Surplus Operations will assign a "Current Action", a "Disposition" and a "Location". Below is a chart of the most common codes we will use along with a short description of each.

Action Code	Description
Will Pick Up (DES)	DES Surplus Operations will pick up the item(s) on the document
Will Pick Up (3rd Party)	DES Surplus Operations will arrange to have a moving company pick up the item(s) on the document and deliver to DES Surplus Operations
Org Ship to Surplus (Org)	The owning agency will deliver item(s) to DES Surplus Operations
Org Ship to Surplus (3rd Party)	The owning agency will arrange to have a moving company pick up the item(s) on the document and deliver to DES Surplus Operations
Dispose/Sell @ Org (Org)	Item(s) stays at owning agency location, disposition handled by owning agency
Dispose/Sell @ Org (DES)	Item(s) stays at owning agency location, disposition handled by DES Surplus Operations
Disposition Code	**Description**
Public Store	Item(s) sold to the public through DES Surplus Operations' Public Store
Online Sell	Item(s) sold online to the public or a priority agency
Recycle	Item(s) scrapped or salvaged
Transfer	Item(s) transferred from one state agency to another state agency (valued under $500, no money exchanged)
Donation	Owning agency donates item(s) to a non-profit
Direct	Owning agency finds customer, DES Surplus Operations just handles paperwork for sale of item(s)
Priority	Item(s) sold to a priority agency with DES Surplus Operations' help
Send to C4K	Computers designated for the state C4K program
Location	
Tumwater WHS	Item(s) will go to DES Surplus Operations' warehouse in Tumwater for sale/disposition
At Agency	Item(s) will stay at the owning agency's Location for sale/disposition
Satellite/Medical Lake	Item(s) will go to DES Surplus Operations' satellite location in Medical Lake (Eastern WA) for sale/disposition