

## PROCEDURES - DEPARTMENTS REQUESTING SURPLUS SALE FUNDS

1. A 'Request to Sell' Memo must be sent to Surplus if the Department wishes to receive the funds from any item(s) to be sold. This Memo must list the item(s), the MSU number if applicable, and the FOAPAL in which the funds will be deposited.
2. Surplus sends a Disposition Form along with the 'Request to Sell' memo to the VPFAS for approval to sell and return money to the department's designated FOAPAL. (See attached samples.)
3. Upon approval, Surplus prepares and issues a separate bid packet based on the information provided by the department.
4. The department must provide Surplus a list of bidders, the minimum bid amount if required by the department, and a department contact/phone number to answer questions from bidders and set appointments for viewing
5. Surplus provides one advertisement in the Murray Ledger & Times. Departments provide any additional advertising.
6. Surplus opens the bid responses, awards the bid, prepares the invoice, and collects the money.
7. The Department is notified of the awardee. The department makes arrangements for the transfer/pick-up/shipping of the sold item(s).
8. Surplus sends a copy of the deposit slip to the department. The department provides an IAB to transfer money back to their pre-approved FOAPAL.
9. Surplus and the Director of Procurement review and approve IAB.
10. The IAB is sent to Accounting for processing.

NOTE: Vehicle sales in which Transportation requests the sale funds are handled the same with two small differences. (1) Due to the frequency of vehicles becoming available for sale, vehicles are now included in the same bid packet as the Main Surplus Sales. Due to being a part of the sale, Transportation is not required to supply bidders, but can do so if they choose. (2) The transfer/pick-up of vehicles must go through Surplus due to the official signature needed to transfer the title that Surplus provides; however, Transportation assists in making vehicles accessible and provides assistance for pickup when a vehicle can't be driven off of our lot.