



NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES

How to Dispose of Surplus Property

Surplus Property Manual

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NEBRASKA STATE SURPLUS PROPERTY
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The mission of Materiel Division, Surplus Property is to efficiently process surplus items as prescribed by statute 81-161.04 in a manner that provides customers with quality service while achieving maximum financial benefits for Nebraska taxpayers. The process is summarized as follows:



I. IDENTIFICATION

- a. Once an asset is determined to no longer be needed, contact your agency's [Asset Coordinator](#) or other point of contact to begin the surplus process.

II. INFORMATION

- a. Surplus Property Notification (SPN) Forms provide the information needed to describe the asset(s), its age, value and condition.
 - i. [Fixed Asset](#) SPN forms are generated from EnterpriseOne (E1).
 - ii. [Non-Fixed Asset](#) SPN forms (Excel) are filled out by the Agency Asset Coordinator.
 - iii. Each SPN form is identified by a specific [SPN Number](#), which is a unique 10-digit number used to identify the surplus property. The number is assigned by the agency (*see Attachment A*).
 - iv. Within each category (Fixed or Non-Fixed), assets being disposed of by the same method can be placed on the same SPN form.
- b. Photos provide the visual assessment and can be used in posting the item for auction. (*see [Surplus Photo Guidebook](#)*)
- c. Surplus Property Assessment Form provides other helpful information for determining scheduling and serves as a checklist for the Asset Coordinator.

III. COMMUNICATION

- a. Have all Information (Items a - c above) gathered prior to contacting Surplus Property.
- b. Email the SPN forms, photos, and Surplus Property Assessment Form to as.materielsurplusproperty@nebraska.gov.

IV. DETERMINATION

- a. Based on the information provided, Surplus Property determines whether the items should be sold, destroyed, recycled or disposed of by another method.
- b. Agency updates SPN forms based on Surplus's determination.
- c. Drop-off or pick-up dates will be scheduled after SPN finalization.

V. PREPARATION

- a. All items should be **clean** and organized, labeled with the SPN number and accompanied by the SPN form. All State of Nebraska labels and tags should be removed.
- b. For motor vehicles, all license plates should be removed (*can be done at Surplus Property*). The vehicle title, SPN form and keys are given to Surplus Property. A copy of the SPN form will replace the formerly required placard in the vehicle window.
- c. Items being picked up by Surplus Property should be:
 - i. Gathered in one accessible area as close to a loading dock or entryway as possible.
 - ii. Sorted with like items in either boxes or palletized.
 1. Palletized items should be shrink-wrapped for safety (*see Attachment B*).
 2. Pallets should be no larger than 40 in. x 48 in.
 - iii. An agency point of contact must be present to assist Surplus Property on pick-up day, with the name and phone number of the point of contact being provided in advance.

VI. DISPOSITION

- a. Pre-Auction Sales to Agency Purchasers or Political Subdivisions - Reusable items will first be made available to state agencies and political subdivisions.
 - i. If an Agency or Political Subdivision identifies item(s) for purchase they will contact Surplus Property to purchase the item(s) at the appraised price determined by Surplus Property.
 - ii. Surplus Property will prepare a Bill of Sale and email it to the purchasing Agency or Political Subdivision for signature. The item can then be picked up from either the selling Agency or Surplus Property depending on its location.
- b. Auction through GovDeals – items not purchased by another Agency or a Political Subdivision, will be posted for online auction through [GovDeals](#).
 - i. Bids are submitted through the [GovDeals](#) platform.
 - ii. Upon the close of an auction, payment and a Bill of Sale is made/generated through [GovDeals](#).
 - iii. A purchaser has ten business days after the auction listing closes to pay and pick up item(s).

- iv. Pick-up is not allowed until payment is received.
- c. Destruction by Disposal - Items identified for destruction by disposal or to be cannibalized for parts are submitted in ECM (Hyland OnBase) for approval to destruct using the steps as outlined in the [Asset Management Manual – Section 10: Disposal by Destruction](#).
- d. Destruction by Recycling - Items identified for destruction by recycling are also submitted in ECM using the steps outlined in the outlined in the [Asset Management Manual – Section 10: Disposal by Destruction](#) with the following distinctions for final disposal:
 - i. **Metal Recycling** – once approved in ECM, the items will be delivered by the Agency to the recycling vendor with the SPN Form. The ticket(s) provided by the vendor is the “proof of destruction” and should be uploaded to ECM.
 - ii. **Electronic Waste Recycling** – once approved in ECM, the items will be delivered by the Agency to one of our collection locations:
 - 1. Mail Center Dock in the Nebraska State Office Building; or
 - 2. Surplus Property at 5001 S 14th Street; or
 - 3. Vendor’s location (American Recycling), 5001 S 16th Street, Lincoln, NE (*please call first – 402.805.4985*).
 - 4. For larger quantities of electronic waste, a pick-up can be scheduled with the vendor. Please contact [Surplus Property](#) or the [State Recycling Coordinator](#) for more information.
 - iii. **Cell phone and Handheld Device Recycling** – These items can be collected and delivered to either:
 - 1. Materiel Division at 1526 K St., Suite 100, Lincoln, NE; or
 - 2. Surplus Property at 5001 S 14th St., Lincoln, NE.

VII. COMPLETION

- a. Agency Purchaser:
 - i. For purchases by an Agency, Surplus Property creates a Report of Sale (ROS) document and submit it to DAS – Central Finance.
 - ii. DAS - Central Finance finalizes the financial exchange of funds through Journal Entries (JE’s) in EnterpriseOne (E1).
 - iii. The Agency receives the proceeds, less Surplus Property’s administrative fee.

- b. Political Subdivision Purchaser:
 - i. For purchases by a Political Subdivision, Surplus Property creates an ROS document and submits it to DAS – Central Finance.
 - ii. DAS – Central Finance invoices the Political Subdivision.
 - iii. After payment is received, the Agency will receive the proceeds, less Surplus Property’s administrative fee.
- c. Third-Party Purchaser:
 - i. For purchases by a third-party, payment is submitted by the purchaser to GovDeals.
 - ii. After the GovDeals system is marked as picked up by Surplus Property, GovDeals will remit payment to the State of Nebraska (*typically one payment per week*).
 - iii. After payments are received, items (SPNs) are matched up to a payment and Surplus Property creates the ROS document and sends it to DAS – Central Finance.
 - iv. DAS – Central Finance finalizes the financial exchange of funds through Journal Entries (JE’s) in EnterpriseOne (E1).
- d. Fixed Asset Disposals: After payment is processed, the fixed asset SPN’s are processed for disposal by Materiel Administration to remove the items from E1. Documentation is available for viewing by the Agency in ECM (Hyland OnBase) in the File Cabinet.

VIII. MISCELLANEOUS

- a. Definitions:
 - i. **Asset Coordinator** – An Asset Coordinator (a/k/a Fixed Asset Coordinator) is Agency teammate assigned to the duties of managing fixed and non-fixed assets on behalf of the agency – and typically is responsible for managing surplus property processes.
 - ii. **Fixed Asset** – An asset that is entered into EnterpriseOne (E1). Typically valued at \$5,000 or more.
 - iii. **Non-Fixed Asset** – an asset that is *not* entered in E1 and typically consists of those assets under \$5,000.
 - iv. **SPN Number** – A unique 10-digit number assigned by the Agency used to identify asset(s) through the disposal process.
2-digit agency / 2-digit division / 2-digit yr / 4-digit sequential no

65 05 18 0001

b. Service Expectations:

- i. **Deliveries:** Agencies can deliver items to Surplus Property Tuesday thru Thursday from 9:00 a.m. to 3:30 p.m. by appointment. Call 402-471-3896 to schedule an appointment or to discuss special circumstances.
- ii. **Pick-Ups:** Surplus Property can, in some circumstances, conduct a pick-up for an Agency. Call 402-471-3986 to discuss pick-up availability and scheduling.
- iii. **Moving Services:** If the Agency is unable to deliver, and Surplus Property is unable to remove an Agency's assets, there are a variety of moving services available to Agencies. Cornhusker State Industries (CSI) offers moving services for a fee. The State also has multiple MOVING SERVICE VENDORS on contract. Please contact State Purchasing Bureau for more information.

5. **Description** – Enter a concise description that includes enough detail to allow Surplus Property to have a sufficient description for the auction posting. (*e.g. HDMI to USB-C cords vs. Cords*)
6. **Brand/Model/Type** – Enter if applicable. (*e.g. Dell, HP, John Deere, L-Shaped, metal, wood, deck mower, etc.*)
7. **Age of Item** – Estimate in years, the approximate age of or how long the agency has had the item.
8. **Estimated Value or Purchase Price** – Enter estimated value or purchase price.
9. **Condition** – use the drop-down to select one of the following:
 - a. **Excellent:** Like new or unused; still in packaging.
 - b. **Good:** Item retains 75% or more of its original finish and functionality.
 - c. **Fair:** Visible signs of wear & tear (*e.g. scratches, chipped paint, dents, or dings*). Item retains 50-74% of its original finish and/or function.
 - d. **Poor:** Visible wear and tear including severe abrasions, dents, missing parts and/or missing paint or finish. Item retains 25-59% of its original finish and/or function.
 - e. **Non-Working:** Non-operational or non-repairable.
 - f. **Damaged:** Item has damage. Damage may cause a safety concern and/or affects the useability.
10. **Condition Comments** – Add any additional comments regarding the condition (*e.g. missing cord; doesn't turn on; all mechanical issues for vehicles*).
11. **Destruct Type** – This field is only completed when the disposal type is Destruction. Use the drop-down to select one of the following:
 - **DND** – Destroy and Dispose
 - **PRT** – Cannibalize for Parts
 - **HAZ** – Hazardous Materials
 - **DNR** – Destroy by Recycling

NOTE: PLEASE DO NOT ADD ADDITIONAL ITEMS TO AN SPN FORM AFTER SUBMITTING TO SURPLUS PROPERTY.

ATTACHMENT B – Palletizing Items

Palletizing Items: Sample pictures of well palletized and organized surplus items are below:



Figure 1 - Example of Boxed items



Figure 2 - Example of Desktop Computers