

Disposing of an Asset Through Surplus Process Overview

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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A Fixed Asset is personal property owned by the State of Nebraska that has been assigned a tag number and is maintained in the EnterpriseOne Fixed Asset module. This Training Guide summarizes types of disposals and system requirements for the disposal of a Fixed Asset within the EnterpriseOne system. For complete details on processes for proper disposal of Fixed Assets, reference AS Materiel Division's website.

Once a Fixed Asset record is created and cost has been associated with the Fixed Asset, the owning agency must process disposals through AS Materiel Division, Surplus Property.

EnterpriseOne Requirements for Fixed Asset disposal include:

- Update to the Fixed Asset record – includes: Equipment Status to "Pending"
- Assignment of a Surplus Property Notification (SPN) number
- Printing of the appropriate SPN Report

The following are Equipment Status options for Fixed Assets in a "pending" status that are identified for disposal:

SURPLUS SALES – PS: Fixed Assets are no longer needed by the agency, but will be resold to another agency or sold at Public Auction.

ADJUSTMENT: All requests for adjustments must be submitted via memorandum to the AS Materiel Division Administrator.

- **PA: Pending Adjustment** – Reason for adjustment must be documented in a memorandum to the AS Materiel Division Administrator. Adjustment requests include, but are not limited to: removal of duplicate records; dollar value is less than state threshold; item no longer meets Fixed Asset criteria.
- **PL: Pending Lost** – Item cannot be found and all efforts to find it have been exhausted.
- **PX: Pending Stolen** – Item was stolen. A police report must be made and included with request to adjust the Fixed Asset in the system.

DESTRUCTION – PD: Item is not salvageable and/or cannot be sold through AS Materiel Division, Surplus Property. A Certificate of Destruction (COD) must be completed prior to the actual disposal of the item and included with request to dispose of Fixed Asset in the system.

TRADE-IN – PT: An agency must receive authorization for trade-in of state property prior to completion of the transaction. This authorization must be made by AS Materiel Division, State Purchasing Bureau and AS Materiel Division, Surplus Property.