

Guidelines for Handling of Surplus State Personal Property

Form used: CS-201, Report of Surplus Personal Property

These forms are available on the OGS Surplus Property website at ogs.ny.gov/BU/SS/State/ or by contacting the State Surplus Property program at (518) 457-6335.

Procedures for surplus state personal property (excluding vehicles), are as follows:

Step 1 **Completing a CS-201 Form for Surplus Personal Property**

Upon determining that your agency or department no longer has a need for an item, obtain a CS-201 (Report of Surplus Personal Property) and fill out the form.

- Complete Name and Address of Reporting Agency
 - The Authorized Signature must be that of your agency's Surplus Property Coordinator and must be on record with the OGS State Surplus Property Program
- Complete Location of Property
 - Contact person should be an individual who is aware of and has detailed information on the item(s) being surplussed.
- Complete Description of item(s)
 - Provide brand names, model numbers, serial numbers and measurements.
- Enter number of units of each item being surplussed.
- Determine condition of the item(s)
 - If item(s) are new or never used, indicate so in the condition column.
 - If item(s) are used, indicate whether they are of poor, fair, good or excellent condition.
- Any unique information relative to the item(s) being surplussed should be noted on the CS-201.
- Complete printed name, title and phone number of authorized Surplus Property Coordinator.
- Sign Information Security Certification (if applicable).
- Provide the name of the Fund from which the item(s) were originally purchased.
 - Any revenue derived from the sale of the surplussed items, (minus administration fee) other than General Fund purchases, will be returned to the purchasing agency.

Step 2 **Surplus Property Offered to State Agencies**

Once the OGS State Surplus Property Unit receives the CS-201 form;

- The item(s) will be entered onto the OGS Intranet website for 7 calendar days, to allow other state agencies to request transfer of the item(s) for their reuse.
- If another agency requests the item, the contact on the CS-201 and their surplus coordinator are notified of the transfer.

Step 3 ***Surplus Property Offered to New York State Local Municipalities***

- If after the 7 calendar day intranet posting, the surplussed item(s) are not obtained by another state agency, the item(s) are offered to New York State local municipalities for an additional period of 7 calendar days. If purchased by a municipality the contact person on the CS-201 and their surplus coordinator are notified of the sale.

Step 4 ***Surplus Property Offered in Public Auction***

- If the surplussed item(s) are not transferred to another state agency or obtained by a New York State local municipality, the items are offered in public auction (via an online eBay auction or physical auction).