



# Report of Surplus Personal Property CS-201

**Instructions:** Return the original signed CS-201 form to the OGS Surplus Personal Property program. If you are sending pictures, please label each picture with the corresponding item number.

| Reporting Agency Information |              |                          |
|------------------------------|--------------|--------------------------|
| Reporting Agency Name        |              | Reporting Agency Address |
| Contact Name                 | Phone Number | Email                    |
| Alternative Contact Name     | Phone Number | Email                    |

The personal property listed below is no longer required by this agency and the agency declares, with relation to Environmental Conservation Law, Article 27 and 6NYCRR Part 371, that such listed property is not, and does not contain hazardous waste, pesticides, or radioactive materials.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Surplus Personal Property Information

Location of Surplus Property

| ITEM # | DESCRIPTION (include model #s, dimensions, and any missing parts) | # UNITS | CONDITION | DPAT ASSET ID | FOR OGS USE ONLY |
|--------|---|---------|-----------|---------------|------------------|
| 1      |   |         |           |               |                  |
| 2      |   |         |           |               |                  |
| 3      |   |         |           |               |                  |
| 4      |   |         |           |               |                  |
| 5      |   |         |           |               |                  |
| 6      |   |         |           |               |                  |
| 7      |   |         |           |               |                  |
| 8      |   |         |           |               |                  |
| 9      |   |         |           |               |                  |
| 10     |   |         |           |               |                  |
| 11     |   |         |           |               |                  |
| 12     |   |         |           |               |                  |
| 13     |   |         |           |               |                  |
| 14     |   |         |           |               |                  |
| 15     |   |         |           |               |                  |

Complete printed name, title and phone number of authorized Surplus Property Coordinator

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

### Information Security Certification

The undersigned acknowledges that the surplus IT equipment listed herein has been properly prepared for disposal and/or interagency transfer. All hard drives on PCs, printers, copiers, etc. have been carefully removed and destroyed, (removal should be accomplished in a manner that will allow a new hard drive to be installed in the device); and all removable media (e.g., flash drives, tapes, diskettes) have been removed. If the data contained in a device cannot be permanently erased, that device must be destroyed. IMPORTANT: All state agency stickers, decals, etc. that identify the owner agency must be completely removed before OGS Surplus Property will accept the items.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Note: Should the disposal of this equipment require any special action or handling, please explain: \_\_\_\_\_ **\*Funds from which item(s) purchased:** \_\_\_\_\_

\*All costs incurred by OGS in the final disposition of the identified "Special Fund" items will be deducted from the gross sale proceed, prior to reimbursement to your agency.



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 CS201 (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.
  - All CS-201 forms must be reviewed and approved by OGS's State Surplus Property Coordinator. If the surplus listed on this form is coming to OGS's Warehouse on the State Office Campus in Building 18, **appointments must be made prior to dropping items off. If no appointment has been made, your delivery to the warehouse will be denied.** The Warehouse phone number is 518-485-5200.
- Contact person should be an individual who is aware of and has detailed information on the item(s) being surplus.
- Complete Location of Property.
- Enter number of units of each item being surplus.
- Complete Description of item(s).\*
  - Provide brand names, model numbers, dimensions, and list any missing parts.
  - \*OGS does not accept the following items:
    - Cell phones/smart phones, iPads, iPods, or tablets: ITS will take back cell phones and smart phones. Mail the devices to the ITS Mobile Device Management Unit, 6 Empire State Plaza, Swan Street, Core 4, Room 3409, Albany, NY 12223
    - Software or tube televisions - these items go to electronic recycling. Contact [EWASTE+](#) at 1-888-563-1340 to have these items discarded, or follow your agency's protocol for electronic recycling.
- Determine condition of the item(s).
  - Select excellent, very good, good, fair, poor, or parts only.
- Any unique information relative to the item(s) being surplus 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 surplus 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 Coordinator receives and approves 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 surplus 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 surplus 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).