

SURPLUS PROPERTY

SALES TO ANOTHER GOVERNMENT AGENCY OR PUBLIC INSTITUTION

1. Department is responsible for contacting Surplus Property for sale to another government agency or public institution
2. Department will have a list of assets* that will be sold to government agency or public institution, along with pricing for each item. Any additional charges for shipping and handling fees, should be included in cost of each asset.
**Sponsored Projects will need to be contacted if an asset has an asset tag and was purchased on account numbers 3000000-4999999 or 1300000 and the fair market value is greater than \$5k and/or the award is still active. In addition, if an asset is owned by another entity and not The University of Arizona, Surplus Property cannot dispose of those assets (determined by the Agency Code that is assigned to an asset)*
3. Department will collect the following information from government agency or public institution:
 - a) Name of Public Agency or Public Institution
 - b) Complete address of Public Agency or Public Institution (Bill & Ship to)
 - c) Name of Contact Person at Public Agency or Public Institution
 - d) Phone Number of Contact Person at Public Agency or Public Institution
 - e) Email Address of Contact Person at Public Agency or Public Institution
 - f) Payment mechanism type (Purchase Order, Check, Credit Card) – potential sources of payment, i.e. if other entity may make payment for the benefit of the Public Agency or Public Institution
4. Surplus Property will create the Disposal Request once all information is collected from Public Agency or Public Institution
5. Once the Disposal Request is created by Surplus Property, Department will be responsible for approving the Disposal Request in the Surplus Management System
6. After approval of the Disposal Request, Surplus Property will create an invoice for Public Agency or Public Institution, which will include sales tax**
***If Public Agency or Public Institution is tax exempt, Public Agency or Public Institution shall provide tax exemption certificate (Arizona Form 5000) to Surplus Property and in accordance with The University of Arizona policies and procedures, , sales tax will be assess accordingly.*
7. Public Agency or Public Institution upon receipt of the invoice will remit payment to Surplus Property
8. Upon receipt of payment, Surplus Property will process payment

9. Once payment has been processed, Surplus Property will disburse funds to Department, less the sales tax collected for the order and any other fees incurred by Surplus Property**

***The current Surplus Property commission rate for Government Agency Sales is 20% of the total cost of the sale or \$300.00, whichever is less. The commission cannot be added as a separate fee invoiced to the government agency or public institution, but rather is an expense that the department incurs as a result of the Government Agency sale. If the commission is to be borne by the government agency or public institution, it is the responsibility of the department to incorporate the commission into the price negotiated with the government agency or public institution.*