




## Department Procedure No. FIN-104b-26

<b>Title:</b>	Surplus Property Procedures
<b>Authorizing Source:</b>	<a href="#">Policy No. FIN-104-02</a> – Capital Asset and Inventory Management Policy <a href="#">Chapter 200-360 WAC</a> – Surplus Property Operations
<b>Forms:</b>	Surplus Request Form <a href="#">FORM-FIN-WMDF_1017-21</a> Vehicle Surplus Request Form <a href="#">FORM-FIN-WMDF_1017-21b</a>
<b>Information Contact:</b>	Contracts & Procurement Administrator, (253) 512-7137 State Inventory Officer, (253) 512-7323
<b>Effective Date:</b>	February 17, 2026
<b>Mandatory Review Date:</b>	February 17, 2030
<b>Revised:</b>	N/A
<b>Approved By:</b>	 Seth Nickerson Chief Financial Officer Washington Military Department Director

### Purpose

To establish standardized procedures for the surplus of state-owned assets by the Washington Military Department (WMD). These procedures ensure compliance with Department of Enterprise Services (DES) Surplus Operations requirements, promote asset accountability, and provide clear guidance to all personnel involved in the surplus process. This includes standard assets, vehicles/trailers/heavy equipment, and electronic devices such as phones and tablets.

### Scope

This policy applies to WMD employees, members of the Washington State Guard, members of the National Guard on state active duty, and federal employees who either supervise state

employees or manage state business activities. It applies to all state-owned assets, including those reimbursed partially or fully by federal funds, but does not apply to federally owned assets.

## Definitions

**Agency Authority Number** – A unique identifier assigned to each surplus request, constructed using the last two digits of the year, a sequence numeral for the day's request order, and the Julian date (e.g., 25-0119 for the first request on April 28, 2025).

**CAMS (Capital Asset Management System)** – The enterprise system used by the state of Washington to track and manage state-owned assets which were purchased at a cost of more than \$10,000.

**DES Surplus Operations** – The Washington State DES division responsible for managing the disposal of state-owned surplus property.

**Office of the Chief Information Officer (OCIO)** – Part of Washington Technology Services (WaTech), the OCIO is the office responsible for establishing statewide IT policies, including security and data sanitization standards.

**OCIO Sanitization Log** – A standardized record of mobile device sanitization, required for electronic surplus. Must include make, model, serial number, asset tag, sanitization status, date sanitized, and the name of the individual who performed the sanitation.

**Surplus Request Management System** – The DES system used to submit and track surplus requests, communicate with DES Surplus, and document approvals and pickups.

## Responsibilities

Actor	Action
Requestor	<ol style="list-style-type: none"><li>1. Complete the appropriate surplus request form with detailed, accurate information:<ul style="list-style-type: none"><li>○ <a href="#">FORM-FIN-WMDF 1017-21</a> for standard assets and phones/tablets.</li><li>○ <a href="#">FORM-FIN-WMDF 1017-21b</a> for vehicles, trailers, or heavy equipment.</li></ul></li><li>2. Provides completed form to the State Inventory Officer.</li><li>3. Responds to scheduling communication from DES Surplus.</li><li>4. Coordinates item availability for pickup.</li></ol>

State Inventory Officer	<ol style="list-style-type: none"><li>1. Receives and reviews surplus request forms submitted by requestors.</li><li>2. Creates requests in the Surplus Request Management System for all surplus types (standard, vehicle, phone/tablet).</li><li>3. Constructs the Agency Authority Number.</li><li>4. Coordinates with IT for phone/tablet sanitization and ensures compliance with OCIO requirements.</li><li>5. Completes and maintains the WMD Phone/Tablet Sanitation Log for applicable electronic devices.</li><li>6. Exports and emails the completed OCIO log as an Excel spreadsheet to surplusrequest@des.wa.gov, referencing the Agency Authority Number.</li><li>7. Notifies internal stakeholders (e.g., Agency Transportation Officer, Requestor) of submission statuses.</li><li>8. Requests CFO (or designee) signature to release vehicle interest, when applicable.</li><li>9. Submits signed vehicle titles to DES Surplus Operations.</li><li>10. Coordinates decommissioning of vehicles (e.g., removal of plates, decals, radios, lights).</li><li>11. Collects removed license plates and turns in license plates to the Department of Licensing.</li><li>12. Coordinates return of sanitized electronics to requestor for pickup.</li><li>13. Removes all surplus items from applicable agency records (e.g., CAMS, internal inventory).</li></ol>
Agency Transportation Officer (ATO)	<ol style="list-style-type: none"><li>1. Receives notice from the State Inventory Officer regarding vehicle surplus requests.</li><li>2. Assists with locating or verifying vehicle locations, if necessary.</li><li>3. Coordinates decommissioning actions with appropriate personnel, if necessary.</li></ol>
Chief Financial Officer (CFO) or Designee	<ol style="list-style-type: none"><li>1. Reviews and signs documents releasing agency interest in vehicles slated for surplus.</li></ol>

Information Technology Division	<ol style="list-style-type: none"><li>1. Assigns a representative to sanitize phones, tablets, and other mobile devices.</li><li>2. Performs OCIO-compliant sanitization of each device.</li><li>3. Updates the WMD Phone/Tablet Sanitation Log.</li><li>4. Notifies the State Inventory Officer once sanitization is complete and records are updated.</li></ol>
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### **Procedure: Submitting a Standard Surplus Request**

1. **Complete the Surplus Request Form:** The requestor completes FORM-FIN-WMDF\_1017-21, Surplus Request Form, and emails it to the State Inventory Officer.
2. **Create Request and Construct Agency Authority Number**
  - The State Inventory Officer creates a Standard Surplus Request in the Surplus Request Management System.
  - When creating the request, they must generate an Agency Authority Number using the following format:
    - The first two digits are the last two digits of the calendar year the request is submitted (e.g., 25 for 2025).
    - Follow this with a dash (-), then a single numeral indicating the number of requests submitted that day (0 for the first, 1 for the second, etc.).
    - The last three digits are the Julian date of the day the request was submitted (e.g., 119 for April 28).
    - Example: The first request submitted on April 28, 2025, would be 25-0119. A second request submitted on the same day would be 25-1119.
3. **Coordinate Pickup with DES Surplus:** DES Surplus contacts the requestor to schedule pickup of the surplus assets.
4. **Asset Pickup and Notification:** DES Surplus picks up the assets and notifies all parties of receipt via the Surplus Request Management System.
5. **Remove Assets from Records:** The State Inventory Officer removes the assets from all relevant agency records.

### **Procedure: Submitting a Vehicle/Trailer/Heavy Equipment Surplus Request**

1. **Complete the Vehicle Surplus Request Form:** The requestor fills out FORM-FIN-WMDF\_1017-21b, Vehicle Surplus Request Form, and emails it to the State Inventory Officer.
2. **Create Request in Surplus Request Management System:** The State Inventory Officer uses the information submitted by the requestor on FORM-FIN-WMDF\_1017-21b to

create a Vehicle/Trailer/Heavy Equipment Surplus Request in the Surplus Request Management System. The Agency Authority Number is constructed in the same manner as the Standard Request.

3. **Notify the Agency Transportation Officer and Locate Title:** The State Inventory Officer informs the Agency Transportation Officer (ATO) of the request submission and locates the vehicle title.
4. **Obtain Release Signature:** The State Inventory Officer requests signature from the Chief Financial Officer (CFO) or their designee to release interest in the vehicle.
5. **Submit Title to DES Surplus Operations:** Once signed, the State Inventory Officer submits the title to DES Surplus Operations.
6. **Notify Requestor and Decommission Vehicle:**
  - The State Inventory Officer notifies the requestor and ATO of the submission.
  - The vehicle is then decommissioned by removing:
    - License plates
    - Agency decals
    - Radios
    - Law enforcement lights (if applicable)
  - After removal, the license plates are turned in to the State Inventory Officer, who will take them to the Department of Licensing for turn-in.
7. **DES Surplus Schedules Pickup:** DES Surplus contacts the requestor directly to schedule vehicle pickup.
8. **Vehicle Pickup and Confirmation:** DES Surplus picks up the vehicle and notifies all parties of receipt via the Surplus Request Management System.
9. **Remove Vehicle from Records:** The State Inventory Officer removes the vehicle from CAMS and all relevant agency records.

### **Procedure: Submitting a Phone/Tablet Surplus Request**

1. **Complete the Surplus Request Form:** The requestor fills out FORM-FIN-WMDF\_1017-21, Surplus Request Form, and emails it to the State Inventory Officer.
2. **Create Request in Surplus Request Management System:** The State Inventory Officer creates a Standard Surplus Request in the Surplus Request Management System dedicated solely to the phone(s) and/or tablet(s). The Agency Authority Number is constructed in the same manner as the Standard Request.
3. **Ensure OCIO Compliance and Documentation:**
  - The State Inventory Officer coordinates delivery of the devices to the Information Technology (IT) division to ensure all devices are sanitized in accordance with OCIO.

- The State Inventory Officer prepares entries on the SharePoint list WMD Phone/Tablet Sanitation Log, which is a functional OCIO log spreadsheet. The State Inventory Officer uses the information submitted by the requestor on FORM-FIN-WMDF\_1017-21 to complete the following columns:
  - Make
  - Model
  - Serial Number
  - Asset Tag Number
- 4. **Sanitize Devices:**
  - The IT division will assign personnel to complete the sanitation of the devices.
  - The assigned IT Representative sanitizes each device.
- 5. **Complete the Sanitation Log**
  - The assigned IT Representative completes the following column for each entry on the WMD Phone/Tablet Sanitation Log:
    - Sanitized (Y/N)
    - Date Sanitized
    - Who Sanitized
  - Upon completion of all entries, the assigned IT Representative informs the State Inventory Officer.
- 6. **Submit Documentation to DES Surplus**
  - The State Inventory Officer exports the device data from the WMD Phone/Tablet Sanitation Log as an Excel spreadsheet.
  - The State Inventory Officer emails the **exported Excel spreadsheet from the** WMD Phone/Tablet Sanitation Log to [surplusrequest@des.wa.gov](mailto:surplusrequest@des.wa.gov). In the subject line, reference the Agency Authority Number associated with the request.
  - The State Inventory Officer coordinates return of the items to the original requestor for DES pickup.
- 7. **DES Surplus Schedules Pickup:** DES Surplus contacts the requestor directly to schedule pickup.
- 8. **Asset Pickup and Confirmation:** DES Surplus picks up the assets and notifies all parties of receipt via the Surplus Request Management System.
- 9. **Remove Assets from Records:** The State inventory Officer removes the assets from all relevant agency records.