



SCDC POLICY/PROCEDURE

NUMBER: ADM-12.02

TITLE: PROCUREMENT OF STATE SURPLUS PROPERTY

ISSUE DATE: March 21, 2014

RESPONSIBLE AUTHORITY: ***DIVISION OF FINANCE***

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-12.02 (November 1, 2008); (MAY 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: 21-20

ACA/CAC STANDARDS: 4-ACRS-7-D-25, 4-4038

STATE/FEDERAL STATUTES: S.C. Consolidated Procurement Code State Procurement Regulations 19-445.2150

PURPOSE: To provide guidelines for the procurement of State Surplus Property.

POLICY STATEMENT: To promote fiscal responsibility, the Agency will purchase State Surplus Property provided that it is in good repair and that it is more economical to purchase through State Surplus than through other sources. The procurement of State Surplus Property will be completed in accordance with all applicable Agency policies and procedures and state and federal statutes. (4-ACRS-7-D-25, 4-4038)

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1. SPECIFIC PROCEDURES: The procurement of State Surplus Property, with the exception of food supplies and clothing items, will be initiated and processed in the same manner as all other procurements. (See SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services.")

2. PURCHASING STATE SURPLUS ITEMS:

2.1 The requester, or other qualified individual, will be responsible for inspecting the desired property at State Surplus to ensure that it is in reasonably good repair and that it would be more economical to purchase through State Surplus than through other sources.

2.2 The requester will prepare SCDC Form 21-20, "Requisition/Record," and enter ***a shopping cart through SCEIS:***

- ***Upon receipt of a shopping cart, Purchasing will issue a Funds Reservation; and***

- *The Funds Reservation will be sent to State Surplus, requestor, and to SCDC Accounts Payable Section.*

3. PROCESSING OF PURCHASED ITEMS:

3.1 When any item is obtained from State Surplus, the Business Manager will be responsible for forwarding a copy of the "State Surplus Issue Document" (state invoice) to the Fixed Assets Accountant, Property Control Section, of the *Division of Finance*.

3.2 All items of non-consumable property purchased from State Surplus will be recorded for inventory purposes pursuant to related SCDC policies/procedures regarding fixed assets. (4-ACRS-7-D-25, 4-4038)

3.3 All invoices from State Surplus will be processed in the same manner as all other invoices.

3.4 Surplus property will not be traded or resold to commercial businesses nor will it be converted to private use.

4. FOOD/CLOTHING ITEMS:

4.1 Food items/supplies will be purchased only by the Administrator, Food Service Branch, and only after his/her visual inspection. *The Administrator, Food Service Branch, will then forward to the Division Director of Support Services for final approval prior to purchasing any item(s).*

4.2 Requests for clothing, boots, shoes, overshoes, etc., will be approved by the Chief, Commissary Branch, or Designee. After a visual inspection of items to be purchased, the requester will contact the Commissary Warehouse for approval. *The Chief, Commissary Branch, or designee will then forward to the Division Director of Support Services for final approval prior to purchasing any item(s).*

5. DEFINITIONS: NONE

s/ Bryan P. Stirling, Director

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