

## **STATE SURPLUS PROPERTY DISPOSAL PROCESS**

All state agency property must be advertised within State Property Accounting (SPA) for 10 business days before it can be scheduled for pick-up or delivery with the Texas Facilities Commission (TFC). It should be noted that agency properties do not have to be listed for advertisement within SPA individually in order to comply with the advertisement requirement. Agencies disposing of low dollar items, not entered into SPA, can simply add these properties by accessing the “*ADD PROPERTY*” (*PAPADD*) screen located on the “*MAIN MENU*” of their SPA user account. Agencies needing to dispose of multiple low dollar properties, can simplify this process by compiling all of their like properties together, by lot(s), and listing the included lot properties within the SPA “*DESCRIPTION*” field. Users will be required to enter in a dummy property number into the “*PROPERTY*” field. This dummy number must start with ZZ and be no more than ten character long, example: ZZ00000001.

After the 10 business day advertisement is completed, if these properties are not transferred, then they can be disposed of with TFC. State agencies located within the local area of Austin, TX will be required to dispose of their property directly with our Austin warehouse. Property located outside of the local area, which is in need of disposal, will be auctioned from its location. All properties disposed of with the Austin warehouse, and marked as non-capitalized, will be coded (DM 33), released, and reported back to the disposing agency via SPA, by TFC, once they have been inventoried and received. Non-capitalized assets are defined as property having an original acquisition cost less than \$5K. Properties disposed of and marked as capitalized assets will not be reported back until they have sold with TFC. Capitalized assets are defined as property having an original acquisition cost of \$5K or more. All properties submitted for auction, will not be coded, released, and reported back until they are sold. Please see below for instructions on how to submit disposal requests.

TFC understands that not all property purchased is required to be entered into SPA, per the Comptroller’s Office. However, TFC has established these procedures which coincide with statute. Per **TGC § 2175.1825**, all state agencies must perform this advertisement regardless of the assets dollar value, unless exempt per statute. Controlled and Capitalized asset thresholds do not impact the requirement to advertise. During this timeframe state agencies, political subdivisions, and assistance organizations have the opportunity to transfer (purchase) this property at a price set by our office. TFC works closely with the State Property Accounting Team to ensure these requirements are met. All property advertised within SPA is reported from the Comptroller’s office directly to TFC on a nightly file. These properties are then advertised on our website.

### **Bill of Lading and Auction Request Disposal Instructions**

All request forms MUST be filled out electronically, saved to your computer as a PDF, and submitted by email. All requests received not meeting this criteria will NOT be processed.

- For items to be dropped off at the Austin Warehouse, complete a [TFC Bill of Lading](#) electronically, save, and click [here](#) to submit.
  - NOTE: San Antonio and Fort Worth Warehouses will not accept State property.
- For items to be auctioned in place, complete a [TFC Auction Request Form](#) electronically, save, and click [here](#) to submit. Please reference sheet 3 within the auction request form for instructions on how to submit photos.
- For final disposal of computer equipment (CPU’s, laptops, servers), please contact [TDCJ's Computer Recovery Program](#). TFC will accept peripherals (monitors, mice, keyboards, printers, TV’s), but cannot accept CPUs, laptops or servers.

For more specific information regarding the ***Disposal of Property Not in SPA*** please visit: [https://fmx.cpa.texas.gov/fmx/pubs/spaproc/ch6/6\\_3.php](https://fmx.cpa.texas.gov/fmx/pubs/spaproc/ch6/6_3.php)

**Please Note: TFC does not have direct SPA access. All state agency inquiries regarding SPA and technical support must contact the State Property Accounting Team at 512-463-5895, not TFC.**