



Asset Relocation & Surplus Property Procedure for Transitioned Agencies

PURPOSE: To establish the procedures to be followed during the transfer or disposal of all VITA assets located in transitioned agencies.

SCOPE: This procedure applies to the movement of all VITA assets located in transitioned agencies.

STATEMENT OF POLICY: It is VITA's intent to: maintain accurate records of all of VITA's assets; ensure that all excess assets are redeployed appropriately, and to properly dispose of any VITA property that is considered surplus.

DEFINITIONS: An asset is an item listed in the Physical IT Asset Inventory System.

An excess asset is an asset which is idle and does not have any known future useful purpose for a particular agency.

A surplus asset is an asset which no longer has any potential use within the Commonwealth.

RESPONSIBILITIES: For the purpose of this procedure, the Operations & Contracts Manager of VITA Supply Chain Management is responsible for policy and procedures pertaining to VITA assets located in transitioned agencies and may authorize additional persons to assist in the transfer and disposal of surplus property.

Each Service Level Director (SLD) is responsible for managing all VITA assets within his/her respective agency. The SLD coordinates any movement of assets with the AITR. In addition, SLDs are responsible for securing an asset pending appropriate action (i.e., transferring an asset from one agency to another, or moving it into storage).

Each transitioned agency has its own Surplus Property Officer responsible for all matters pertaining to their respective agency's surplus property and, for the purpose of this procedure, may be utilized by the SLD to facilitate the disposition of VITA assets determined to be surplus by the SLD.

ASSOCIATED PROCEDURE: When an SLD identifies that a particular asset is an excess asset, the SLD will notify the AITR (or designee) and provide the following information in writing (It is recognized that the AITR may initiate this action in some cases):

- Request to dispose of or relocate an asset
- Asset description, including (as applicable) its name, make, model number, serial number and VITA tag number
- Condition of the asset (good, fair, poor, scrap)
- Physical location of the asset (i.e. room number)

The AITR will be responsible for reviewing the request and approving the desired actions. Depending upon the desired action, the SLD will perform one of the following procedures:

1. Transferring an asset within an agency:
 - a. Ensure that the asset is transferred in the VITA Physical IT Asset Inventory System.
 - b. Coordinate the physical move of the asset.

2. Transferring an asset to another agency:
 - a. Prepare an "Asset Trade/Transfer Information/Coding" Form denoting the agency number to which the asset is being transferred **and forward it to VITA's Fixed Assets Accountant**. The "Asset Trade/Transfer Information/ Coding" Form is available in the General Financial Forms section of the VITA Electronic Forms (e-Forms) application on the VITA Intranet site.
 - b. The Asset Transfer Form must be signed by the receiving agency's SLD to ensure that the SLD authorizes the receipt of the asset.
 - c. Ensure that the asset is transferred in the VITA Physical IT Asset Inventory System.
 - d. Coordinate the physical move of the asset with the receiving SLD.
 - e. The asset must be secured by the transferring SLD until the asset can be transferred to the new agency.

3. Removal of an asset from an agency:
 - a. Complete an "Asset Trade/Transfer Information/Coding" Form denoting that the asset is surplus **and forward it to VITA's Fixed Assets Accountant**. Coordinate **with the agency's Surplus Property Officer** to initiate the appropriate process as outlined in the Dept. of General Services' policy and procedures for surplus property (outlined in the DGS/DPS Agency Procurement and Surplus Property Manual (APSPM), Chapter 12).

Special Considerations:

1. The agency should continue to follow COV ITRM Standard SEC2003-02.1 "Removal of Commonwealth Data from Surplus Computer Hard Drives and Electronic Media Standard" as they do today. We anticipate the release of additional procedures to facilitate disk wiping and handling of surplus devices. Information will be released through our website at <http://www.vita.virginia.gov/procurement/procurement.cfm>

2. The SLD will be responsible for following all DGS procedures regarding surplus property. The SLD should work with the Agency's Surplus Property Officer to ensure compliance and to facilitate transfer of surplus IT assets to the State Surplus

Property Administrator. (tel 804-236-3666 or email Joe.Thomas@dgs.virginia.gov) Use of the Agency Surplus Property Officer will expedite disposal and allow the agency to avoid additional fees. While the assets have transferred to VITA, they are in the possession of and used by the Agency, thus making it a joint effort to ensure proper handling of Commonwealth property.

3. If the AITR would like VITA to manage the process to surplus the asset and transfer the item to DGS for disposal, the agency should contact the Operations and Contracts Manager for further instructions. In this case, VITA will bill the agency for costs incurred including any administrative fees.
4. If software is determined to be no longer required, the user should submit a memorandum requesting disposition instructions for the software to their SLD. The SLD will provide the information to the VITA Operations and Contract Manager, who will grant the necessary authority to either destroy the software or return it to the original contractor in accordance with the terms and conditions of the original software license agreement. Should the licenses be deemed excess and available for potential use at other agencies, the Operations and Contract Manager will instruct the SLD to provide documentation and license information to ensure proper transfer of the license.

OTHER

REFERENCE:

"Asset Trade/Transfer Information/Coding Form" (General Financial Forms section of the VITA Electronic Forms (e-forms))

Department of General Services Agency Procurement and Surplus Property Manual (APSPM)