

OFFICE OF THE GOVERNOR



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STATE OF ALABAMA

MEMORANDUM

TO: Heads of All State Departments, Boards, Commissions, and Agencies

FROM: Governor Robert Bentley *RB*

DATE: October 18, 2011

RE: Disposition of Surplus Property in Accordance with Policy Statement 404-A

On October 18, 2011, State Auditor Samantha Shaw executed Policy Statement 404-A (copy attached), requiring agencies of the State of Alabama to notify the Auditor's Office when they are in possession of property that they no longer need, allowing the Auditor the opportunity to repurpose those items for the use of other state agencies. Auditor Shaw and I collaborated on this effort, which seeks to reduce waste in government and optimize the allocation of State resources.

Accordingly, please be advised that all State departments, boards, commissions, and agencies are hereby directed to comply with Policy Statement 404-A to the maximum extent possible. Questions regarding implementation of the new policy may be directed to the Office of the State Auditor (334) 242-7010.

RB:ecl



State Auditor of Alabama
THE STATE CAPITOL
Montgomery, Alabama

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Policy Statement 404-A

TO: All State Department Heads, Agency Directors,
Boards, Bureaus, Units or Subdivisions

SUBJECT: Surplus Property

EFFECTIVE DATE: October 18, 2011

Policy Statement 404-A

It is the responsibility of the State Auditor's Office to account for state-owned non-consumable personal property. This responsibility includes insuring proper controls exist to protect property from premature disposal under the Code of Alabama §36-16-8.

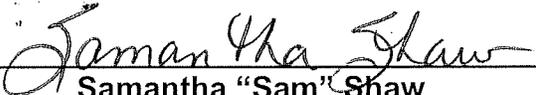
In an effort to assist the various agencies in obtaining usable personal property before it is sent to State Surplus, agencies are now required to notify the State Auditor's Office when they have items they no longer need.

This policy statement is provided to assist agencies in locating usable equipment and furnishings for repurposing through inter-agency transfer. The Auditor's Office will act as transfer agent in connecting agencies with needs to agencies with available items. After a period of five (5) business days, items not tagged for transfer to another agency can then be sent to Surplus for disposal. This will allow the repurposing of equipment and furnishings, thus reducing agency expenses relating to the purchase of new items.

With our system upgrade, effective Fiscal Year 2012, we will be able to provide a searchable database for Surplus property which will further aid State agencies, city and county governments, boards of education and other eligible entities in locating needed equipment and furnishings.

Discussion

The purpose of this policy is to promote consistency within various state departments, agencies, boards, commissions, bureaus, units or subdivisions of state government in the repurposing and/or the proper disposal of state-owned personal property.



Samantha "Sam" Shaw
State Auditor



Date