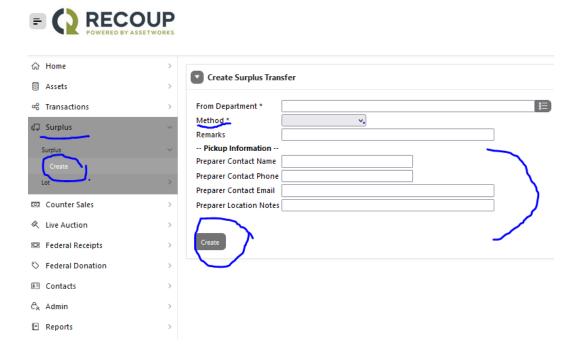
How to Create a Surplus Transfer:

Log into Recoup by AssetWorks - https://ops21.incircuit.com/ops6/f?p=1032:101.

On the Home screen, click Surplus, then click Create. Select the method from the drop-down box which is normally State Surplus. Make sure to enter your information under Pickup Information so that Surplus has your name, phone number, and email in case they need to contact you.

Other Methods not used as frequently are: <u>State As-Is, Where-Is</u> which is sale on site which must be preapproved by Surplus; or <u>State Direct Transfer</u> if you are going through Surplus for items going to another specific agency or an approved donee. Contact State Surplus for approval prior to creating the SD1 for further instructions. For on-site sales, pictures need to be sent to Surplus and contact name, phone number, email, and address need to be included for those who may want to view the items before purchasing. State Direct Transfer allows Surplus to sell your items to another agency, school, or non-profit agency already approved through Surplus Property since most agencies do not have authority to sell assets.



After you click create, the Surplus Detail screen appears. In the box for Asset Number, key in your asset number being transferred to Surplus, then click Add Asset. It will populate the asset onto the SD1, then click Print Detail to print two copies of the SD1. Print two copies. You will sign in the middle blanks under Released by. Take the two copies with you to Surplus when delivering assets. They will sign both copies, keep one and give one back to you for your records.



