



STATE OF IDAHO

OFFICE OF THE STATE CONTROLLER

BRANDON D WOOLF

Memorandum

TO: Agency Directors, Financial Officers, and State Property Managers
State of Idaho

FROM: Brandon D Woolf, Secretary State Board of Examiners and
State Controller

DATE: June 2, 2017

SUBJECT: Revised State Personal Surplus Property Policy and Procedures

At its May 16th meeting, the State Board of Examiners (BOE) approved a revised State Personal Surplus Property Policy and Procedures. The review and revision for this updated policy was undertaken by the Board of Examiners Subcommittee and State Controller's Office in conjunction with FPAC (Fiscal Policy Advisory Committee) who provided recommended updates to better streamline and modernize the process.

The primary focus of the changes to the revised policy include the following:

- Revised references to Idaho Code Sections that have changed or been repealed.
- The policy was revised to allow the director or agency head to authorize the disposal of surplus personal property without having to first obtain written approval from the Secretary of the BOE. Requires use of the proper disposal authorization form provided by the Secretary, which certifies compliance with the BOE policy procedures, and is required to be centrally filed (electronically) with the Secretary.
- The revised policy removes the different lengths of time an item of surplus property being sold to the public at large must be publicly advertised in a newspaper. All surplus property being sold to the public, regardless of original purchase price, must be publicly advertised for no less than two weeks in a newspaper of general circulation pursuant to Idaho Code § 67-5732A.
- Added requirements regarding agency retention of surplus property disposal records for audit purposes and that the BOE, through its Secretary, may inspect agency records to ensure compliance with the policy.

A complete copy of the revised policy can be found at www.sco.idaho.gov. These new changes become **effective on July 1, 2017**.

With these new revisions, we have updated the surplus property application on our website. The application is located in the same place on our applications page of our website. Agencies access the surplus property applications using their same credentials used to access the Controller's applications page, but access will be limited to only those persons within the state agency authorized to prepare and approve surplus property disposals.

The new declaration and disposal forms are similar to the forms used previously and should be easy to use. The authorization for disposal of surplus property is submitted and approved electrically within the application and centrally filed with the BOE. Detailed instructions on using these forms and the approval process once a disposal request is submitted can be found at [Surplus Property Help](#).

In order to make this a smooth transition, **no declarations of state personal surplus property may be posted on the current application after June 15, 2017**, until after the beginning of the new fiscal year. If you are preparing to declare surplus property for disposal, please wait until after July 1, 2017 (the beginning of the new fiscal year) and use the new declaration form. This will allow for transitioning the electronic retention of the old and new declaration forms.

As always, our help desk can assist you in accessing and using the new state surplus property declaration and disposal forms and the electronic submission and approval process. Our help desk can be contacted at (208) 334-3100.

Sincerely,

A handwritten signature in blue ink that reads "Brandon D Woolf". The signature is written in a cursive style with a large, stylized 'B' and 'W'.