

NCSU Surplus Guide for Departmental Surplus Procedure; Delivery to DOA Surplus

1. Department enters the surplus property request online through the university asset management system:
 - a. Surplus Action “delivered”
2. Department contacts NCSU Surplus to coordinate delivery of property:
 - a. NCSU Surplus determines if the property up and managed through the campus sale or needs to be delivered to DOA Surplus on Hwy 54 in Raleigh.
 - b. If DOA Surplus is determined appropriate; follow guidelines 3-7.
3. NCSU Surplus contacts DOA State surplus to process the property(s) into the DOA Surplus system and establish date/time for delivery:
 - a. The delivery date and time will be scheduled 3-5 business days in advance so the department has sufficient time to arrange moving and transportation of the property.
 - b. All paperwork and forms must be approved and received through the DOA surplus system prior to delivery, they will not accept the property if processing is not complete.
4. NCSU Surplus notifies the department of the scheduled date/time for delivery to DOA Surplus.
5. Department is responsible for coordinating the delivery of surplus property to DOA surplus on the scheduled date/time and is responsible for any cost/fees incurred with the delivery and moving of the property.
 - a. If the scheduled delivery date/time cannot be accommodated, notify NCSU surplus immediately so they may reschedule the appointment with DOA surplus.
6. Delivery/Moving resources include:
 - a. Departmental vehicle, labor and resources.
 - b. Facilities Division, WRR Equipment Services 919.515.9421 (fees apply).
 - c. Third party vendor (fees apply).
7. DOA State Surplus works with the information provided by the departmental to list the item for bid (sample ads are available from NCSU Surplus).

Note: Departmental deliveries to DoA State require special attention to ensure proper system(s) handling and delivery arrangements. If you have any questions concerning this process please call 919.515.8568 or 919.515.5525 for clarification.