

Surplus Property

OCIO Logistics

March 15, 2018

Rate

Typically OCIO Logistics offers surplus property services to OCIO divisions at no charge. When equipment is delivered to OCIO Logistics, and processes identified in this document are not adhered to, the team responsible for the equipment could receive charges reflecting time spent by Logistics staff preparing said delivery for surplus. Hourly rate is \$69.75 through 6/30/2018 and will increase to \$73.00 effective 7/1/2018.

General Overview

Any supplies and equipment owned by the State of Nebraska that is no longer needed in the normal course of business should be disposed of via the surplus property process, regardless of the condition it is in. OCIO Logistics, in conjunction with the team who owns the submitted property will coordinate to ensure that equipment is disposed of in accordance with State of Nebraska policies/procedures. Revenue generated from sale of surplus property, less applicable charges, will be deposited to the submitting team's administration area for credit. Failure to follow procedures outlined in this document may result in a delay in processing time and/or hourly charges as referenced above in the *Rate* section.

Service Details

Teams submitting property for surplus must complete a Property Turn in Request (PTR) form as found here <http://www.cio.nebraska.gov/financial/logistics.html> and submit this form to OCIO Logistics with the equipment that is intended to be processed for surplus. All fields highlighted yellow are mandatory and should be complete upon initial submission to OCIO Logistics. Equipment in "working/billable" status (relative to IDS fixed assets only) should not be submitted for surplus. Equipment under manufacturer or other types of warranty should also never be submitted for surplus.

- Any equipment located within the 501 S. 14th Street building should be submitted to the Logistics department in the 501 building.
- All PCs, laptops, servers, network equipment and monitors located outside of the 501 S. 14th Street building should be submitted to the Logistics department at 1340 M Street, on the northeast corner of 14th and M streets.
- Any radio, phone equipment or furniture should be submitted to the Logistics department in the 501 building. Used phone equipment (handsets and cell phones only) do not require a PTR form.

Roles and Responsibilities

Responsibilities of OCIO Logistics:

- Process supplies/equipment for surplus once in receipt of proper documentation
- Work with DAS to ensure proper credit of funds to areas submitting property for surplus

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Responsibilities of the Customer:

- Submit all required documentation with supplies/equipment intended to be processed for surplus
- Ensure property submitted is neither in “working/billable” status, or under manufacturer or other warranty as identified under the section entitled *Service Details*, above.
- Deliver equipment to appropriate logistics location as identified under the section listed as *Service Details*, above.

Requesting Service

OCIO Logistics can be contacted at:

- OCIO.LogisticsTeam@nebraska.gov
- 501 S 14th: 402-471-4997
- 1340 M Street: 402-471-9070

Billing Information

The Office of the CIO uses Billing Accounts, Job Codes and Work Order numbers for authorizing work and tracking costs for specific projects. The customer may designate which job code and work order number to use or request a new job code and work order number. Contact the Office of the CIO for assistance with developing an accounting structure that meets the needs of the organization.

Service Hours, Response Times and Escalation

Customers may contact the OCIO Logistics team 8 a.m. - 5 p.m., M - F using the contact information listed above in the Requesting Service section. Customers can also view the Service Desk Website and open service requests by visiting <http://www.cio.nebraska.gov/helpdesk/index.html>.

**For further information, please contact:
The Office of the CIO Service Desk**

Request this Service: <https://serviceportal.ne.gov>

cio.help@nebraska.gov

402-471-4636 or 800-982-2468