



Trust • Excellence • Service

Department of Administrative Services

Surplus Property Division

Steven R. Ekin, Director

Sonny Perdue
Governor

Brad Douglas
Commissioner

November 4, 2008

Dear Property Coordinators,

Thank you for your patience as we completed the inventory liquidation and closing of the Surplus Service Center Warehouses on October 31, 2008. The administrative staffs in Tucker, Swainsboro and Americus will continue to be located in their respective facilities until new locations are identified. Agencies will continue to work with the Surplus Property teams, however, now you will send information with pictures of the surplus items to be posted on the internet as a replacement for Surplus Property sending a truck to pick up the items.

Effective November 4, 2008, the new virtual disposal process described on the following pages will be implemented. The revised process is different and will require some adjustments by you and your staff. Please review the new process thoroughly. As you begin to utilize the new process, you will find you have more control of the timing of the disposal, at a lower cost to your agency.

To address several key questions:

- No, you will not be posting the surplus items on-line; the Surplus Property staff will manage the internet sales.
- Yes, you will need to provide to the Surplus Property staff digital photos with complete descriptions of the items.
- No, you will not collect any money; Surplus Property staff will manage the payment process.
- Any material that is not redistributed or sold will be removed from your facility utilizing the scrap or e-scrap vendor contract.

As with any new process, there may be steps that require modification once the process is vetted thoroughly. As you and your agency begin utilizing the new virtual disposal process, please share with the Surplus Property staff any issues or enhancements you think would be helpful or improve the surplus of items.



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The Department of Administrative Services welcomes your comments and suggestions as we move forward with the new Surplus Property business model. Please feel free to contact your regional service manager or me directly; Swainsboro, June Jones - 478-289-2623; Americus, Gary Parker - 229-931-2407; Tucker - Lisa Moghazy - 770-414-6468; Surplus Property Steve Ekin - 770-414-6468. Thank you in advance for your cooperation and we look forward to working with you.

Best regards,

A handwritten signature in blue ink, appearing to read "Steve Ekin". The signature is fluid and cursive, with a prominent initial "S" and a long, sweeping underline.

Steve Ekin