**Kansas Surplus Property**

**Method for Agency Disposal of Surplus Property**

1. State Surplus Property contact information
	* State Surplus Property
		+ Main phone numbers is (785) 296-2334
		+ Fax number is (785) 296-7427
2. Inform State Surplus Property
	* What the property is
	* Where the property is
		+ Disposal request: Contact Bill Lorson
			- Phone: (785) 368-7474
			- Email: Bill.Lorson@ks.gov
3. Disposal options for agencies with offices located in Shawnee County
	* Sell by State Surplus Property
		+ Surplus property located in Shawnee County
			- State Surplus Property will work with the Agency on picking up the surplus property
			- **NO CHARGE FOR PROPERTY PICKUP**
		+ Surplus property located outside of Shawnee County
			- A State Agency located outside of Shawnee County may choose to dispose of surplus through the State Surplus; however, it is the responsibility of the agency to deliver the surplus inventory to the State Surplus facility.
		+ State Surplus Property may give the agency local disposal authority depending on the property.
	* Local Disposal Authority
		+ All local disposal authority inside Shawnee County will need to be approved by:
			- Cheryl Buxton
			- Phone: (785) 296-7276
			- Email: cheryl.buxton@ks.gov
		+ Surplus material can be disposed in the following manner:
			- Sale at fixed or negotiated price
			- Advertised public auction or by advertised sealed bids
			- Giving such property to a not-for-profit organization that is exempt from federal income taxation pursuant to section 501(c)(3) of the federal internal revenue code of 1986,
			- Giving such property to individuals or entities eligible for participation in the federal surplus property program,
			- Selling such property to a junkyard, as defined by K.S.A. 68-2203, and amendments thereto, or
			- Utilizing normal trash deliveries or landfill if the property has minimal or no value.
4. Disposition of Property Form
	* State Surplus Property
		+ **DOES NOT REQUIRE** any type of "Disposition of Property Form" to turn in surplus property.
	* Agencies may use any type of Disposition of Property Form that meets the agency’s needs.
	* If required by the agency, the State Surplus will sign as receiving surplus property if surplus property is actually picked up. The State Surplus will not sign for lost, stolen or local disposal forms.
5. Fees
	* Surplus items with a sale price under $500.00, State Surplus Property retains 100% of sale price
	* Surplus items with a sale price greater than $500.00; State Surplus Property will retain 20% of sale price, the remaining 80% will be returned to the agency.
6. Surplus Property which has been listed for 90 days or longer may be placed on internet auction through current State Auctioneer.