

Effective 4/3/19

Surplus (Tier 1) Standard Operating Procedures

- All Surplus Items can now be viewed in the Tier 1 Surplus Catalog via the Horry County eCatalog.
 - (See Procurement/eCatalog on the HC Café for further instructions.)
 - A **General Surplus Property Declaration Form** (*Asset Disposition Form for Non-IT items*) is still required and located on HC Café under Employee Resources/Procurement.
- It is required that all Tier 1 items be picked up within 5 business days of the approved signed, by Director of Procurement, **General Surplus Declaration Property Declaration Form** (*Asset Disposition Form for Non-IT items*).
 - This document must be signed by a Department Head, or their designee, prior to the Director of Procurement or approval.
- Notate in the Comments/Special Instructions section of the **General Surplus Declaration Property Declaration Form**, the departments method of the surplus pick up (Department personnel/Maintenance Work order/etc).
- If the Maintenance Department is required for the Surplus pick up/delivery, the Procurement Department will schedule those arrangements.
- If Surplus items are not picked up within 5 Business days, all items will be returned to the Surplus program unless otherwise approved by Procurement.
- Items must be approved by the Director of Procurement prior to pick up or relocation of any Surplus items to/from the Procurement Department.
- Arrangements must be made prior to the delivery/pick up of any Surplus items to the Procurement Warehouse.