Property Control
Department Functions

– Property Control issues asset decals for tracking of equipment based on the purchase cost of the piece of equipment.
– Property Control assigned decals will be affixed to all applicable assets once equipment is received through Central Receiving or directly at the department if shipped directly or unable to affix the decal at Receiving.
– Property Control generates and distributes Department Annual Inventories for all assets on RAM System for department verification in accordance with Stony Brook University Policy [P602](#).
– Property Control performs physical inventory inspections on Fixed Assets(items with a threshold of $5,000>) on a biennial basis [OMB A-133, OMB A-110, SUNY 7595](#).
– Property Control provides a service to all departments on campus for the pickup, re-distribution, disposal, and auction of surplus equipment throughout Stony Brook University as appropriate.
Property Control currently has approximately 65,000 reported assets on the Real Asset Management System among 972 departments.

Equipment is generally durable and has a useful life of a year or more. Software costing $5000 or more is also required to be reported.
Property Control
New Equipment

– State, Research, SBF, Hospital, LISVH and Donations should be reported to Property Control as appropriate. Specific guidelines are followed for each cost center as specified. Equipment is flagged, tracked, tagged, and then entered on system once the invoice is paid.

– It is the individual department's responsibility to monitor and track these assets. Property Control must be informed as to the transfer(of location and/or departmental ownership) or the surplus of any of these items, so that our records can be updated in compliance with Albany's Real Asset Management guidelines.

– A Report for Surplus and or Transfer Of Personal Property Form PROC0067 is used for all Surplus Or Transfers of any assets. Report of Surplus Personal Property Form
It is the responsibility of the department purchasing equipment to report the purchase to Property Control in order to maintain compliance.
Thresholds

**State, Hospital, and RF Equipment.**
$500.00 and above for computers, monitors, printers, fax machines, televisions, refrigerators, electronics, and etc.
$1500.00 and above for all other equipment.

**SBF and Gifts.**
$500.00 and above for computers, monitors, printers, fax machines, televisions, refrigerators, electronics, and etc.
$2000.00 and above for all other equipment.

**LISVH**
$1500.00 and above with no exceptions.

**Software**
$5000 and above.
Asset Decals

SUNY AT STONY BROOK HOSPITAL
0667878300

RESEARCH FOUNDATION SUNY@STONY BROOK
05494084R0

SUNY@STONY BROOK
0555347700
When new equipment is received by a department it is necessary for that department to ensure there is a decal affixed to the unit if qualifying.

It is important to make sure the description, make, model, serial, department, and location fields are correct and completed on the SUSB 703 form.
TO:  
PO#:  
DATE:  

Please Affix the asset decal to the equipment, complete the highlighted areas on the yellow (SUSB 703) form and return to Property Control at Zip 6550. Return yellow (SUSB 703) form within 2 weeks of receiving this letter or if equipment has yet to be received within 2 weeks after receiving the equipment.

Verify that the description, manufacturer, model, serial, building, room, department, and floor sections are complete and accurate; making any changes necessary. The accuracy of these fields is necessary for auditing and proper reporting to Albany.

If you have any questions please call Property Control at 632-1581 for Hospital Assets, 632-6007 for Main Campus Assets, or PC supervisor 632-6306.

Thank you for your cooperation.

IMPORTANT NOTICE

We have already assigned your Property Control Asset decal and affixed it to your equipment.

Please complete the yellow 703 in the highlighted areas.

Also verify that the description, manufacturer, model, serial, building, room, department, and floor sections are complete and accurate; making any changes necessary. The accuracy of these fields is necessary for auditing and proper reporting to Albany.

Return to Property Control, Zip 6550 within two weeks of receiving.

Any questions please call Property Control at 2-6007/2-6306.
Thank you for your cooperation.

Property Control
632-6306/6007

Hospital and Off Campus

West Campus and HSC
**Property Control**

**New Equipment**

**UNIVERSITY AT STONY BROOK**

**PROPERTY CONTROL SYSTEM**

PO# 123456

Unit Cost:
General Campus: $1500.00
(State, Stony Brook Foundation)
Research Foundation:
2501 & 2502 General Equipment - 5000.00
3710 Inventoried Supplies - 500.00-4999.00
3419 01-1000 Sponsor Specified
Hospital: 500.00

**2/05** User Name: Robert Narango
Campus Address: Property Control Central Ser.
Extension 2-6306

**DECAL/ASSET#**  **SERIAL#**  **BUILDING**  **ROOM**  **DEPARTMENT**  **FLOOR**  **SPLITFUND**  **ORIG. COST**  **COST REPL.**
---
015 5155001100  
015  
015  
015  
015  
015  

**CLASS**  **REMAIN LIFE**  **RF SPONSOR**  **RF AWARD**  **RF PURPOSE**
---

**QUAN**  **DESCRIPTION**  **ORIGINAL COST**
---
1  COMPUTER  500.00

**FA NO.**  **MANUFACTURER**  **MODEL**
---

**AWARD NUM.**  **ON REC**  **P.O. NUMBER**  **P.O. DATE**  **MED. ACCT**  **BGL CODE B/C**
---

**ADDITIONAL DESCRIPTION:**

*Complete highlighted fields and return to Property Control*

**DISTRIBUTION:**
White: Property Control, Yellow: Department to complete location info & return to Property Control

**COMPLETED FORMS SHOULD BE SENT TO THE PROPERTY CONTROL OFFICE CENTRAL SERVICE, ZIP: 5509**

**SUSB703 Property Control System Form(Yellow Copy).**
Software though not physical property is to be assigned a decal. Software decals are to be held at Property Control.

Though intangible it is the departments responsibility to inform Property Control if the software has been destroyed so we can remove from the system.

Once software is removed a surplus form should be completed.

Software is required to be reported if costing $5000 or more per SUNY document 7595.
Property Control
Off Campus Use

For items leaving campus to be used at a remote location it is necessary to complete an Off Campus Use Form SUSB2640.

All sections should be completed on the form with the exception of the bottom left box which is to be completed when the equipment is returned to campus.
# OFF-CAMPUS USE FORM

**Stony Brook University**

### Name: (First, Middle Initial, Last)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Title: ______________________________________

### Department: ____________________________________

### Required use of equipment listed below at off-campus site:

<table>
<thead>
<tr>
<th>Property Description</th>
<th>Model / Serial No</th>
<th>Overall No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Purpose of this use is:

- [ ] Teaching
- [ ] Research
- [ ] Public Service
- [ ] Other

### Enter location(s) where equipment will be located:

- [ ] __________________________
- [ ] __________________________

### Equipment will be used as follows:

- [ ] __________________________
- [ ] __________________________

### Equipment Return:

- [ ] Approved
- [ ] Disapproved

- [ ] __________________________
- [ ] __________________________

- [ ] __________________________
- [ ] __________________________

### Inspected By: __________________________

### Condition: __________________________

### Special Instructions, including due date:

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

Authorized Signature: __________________________

Date: __________________________

Authorized Signature: __________________________

Date: __________________________
Property Control staff conducts a physical verification of assets costing $5000 and over on a biennial basis.

The process conducted over the 2 year period is in order to maintain auditing compliance per SUNY, NYS, RF, and Federal guidelines.

It is important to make sure that equipment has a transfer form completed if moved so we may update our records and be able to find the equipment for auditing.
Annual Inventories are required to be completed per Stony Brook University Policy P602.

Property Control distributes these to the corresponding department heads and inventory coordinators.

Annual Inventories are a great opportunity for departments to verify and update assets to rectify inconsistencies.

Please keep in mind we also need to know if an asset is in use or not.
Currently the Property Control is sending follow up emails to departments in regards to P-Card spending based on the monthly credit card statements.

The reports sent are to verify if any equipment has been purchased and needs to be reported to Property Control.

If equipment has been purchased please forward a copy of the receipt or invoice to Property Control. Also please provide the inventory account or cost center number for inventory placement and reporting to Albany on the inventory system.
We have 2 staff members who remove surplus from West Campus, HSC, Hospital, Basic Science and Tech Park, in addition to off campus rented or leased locations.
Property Control will surplus most equipment a department may want to remove, just complete the surplus form [Report of Surplus Personal Property Form](#) and fax it to PC at (631) 632-8332 or scan and email to Property_Control@stonybrook.edu.

The present location of property field, the department head signature field, servicing unit section (when appropriate), description, asset decal #, and serial # sections must be completed in order to process the request.
Property Control
Transfer of Property

For Transfers it is the same process however the new location of transferred property section and receiving department/office signature need to be completed as well. If transferring ownership the department account number that is receiving the equipment will need to be provided to process the transfer properly on the system for future inventories.

The Property Control department does not provide moving services. We only remove items from an area or redistribute to another department or departments. However if a piece of equipment is moved by your area to another location the updated location should be reported to Property Control via the surplus/transfer form.

Please do not leave items in the hallway as it is a fire hazard and Property Control cannot accommodate immediately as we receive many requests.
Please have all items emptied prior to removal. This includes but is not limited to file cabinets, water in incubators, items in refrigerators and freezers. This is to ensure safety for both parties. Equipment that is not emptied will not be picked up by our staff at that time and your area may have to wait as we have many requests to process.

Property Control does not pick up items such as scrap metal, wood pieces, skids, household garbage, or recyclables. Please contact recycling 632-6400 or use the Fixit system for these items.
Property Control does not have storage space. We ask that departments with reusable items send us pictures and dimensions of the items so we can immediately redistribute.

Property_Control@StonyBrook.edu
# Property Control

## Surplus Property/Equipment Dispositions/Transfers

### Surplus Form Link

---

**REPORT FOR SURPLUS AND/OR TRANSFER OF PERSONAL PROPERTY**

Department must complete all sections pertaining to equipment.

The property listed below is no longer required by this department. In accordance with Environmental Conservation laws, Article 27 and 6NYCRR Part 37, each listed property, after inspection, does not contain hazardous waste, pesticides, CFC (Freon) or radioactive materials. The undersigned also acknowledges that all listed IT surplus equipment herein has been prepared for disposal and/or transfer and has been properly cleaned by their respective IT department, by erasing all data, ensuring that it cannot be retrieved. Authorized signatory certifies all information to be accurate and assumes responsibility for any misrepresentation.

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Hazard Code*</th>
<th>Asset Decal #</th>
<th>Serial #</th>
<th>No of Units</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

---

**New Location of Transferred Property**

(Dept Inventory Acct #, Dept Name, Building, Floor, Room)

---

**NOTE:** Disposal/Surplus of equipment requiring special handling or expediting please notify PC in advance at (631) 632-6306

Property Requiring Freon Removal Contact:

- West Campus Physical Plant: (631) 632-6412
- University Hospital Physical Plant: (631) 444-7962

All Property Control forms are available at www.stonybrook.edu/propertycontrol

---

**HAZARD CODE:**

- **B**: Biological
- **R**: Radiation
- **F**: Freon
- **C**: Chemical
- **N/A**: Not Applicable
- **A**: Batteries

If Hazard Codes A, B, R, or C are used, contact Environmental Health & Safety (6-6410) prior to forwarding form to Property Control.

---

**RF Operations Manager/PC Coordinator Signature:**

**Receiving Department/Office Signature:**

---

**Surplus Form Link**
Surplus Other Than On-Campus

- Trade-ins are permitted, but a Report of Surplus is needed to remove the old asset number assigned to the equipment being traded in. Trade in amount must be indicated along with the new PO the $ is going towards in the New Location of Property section of the surplus form.

- Local Disposition Authorization (LDA) is necessary for equipment that have little or no value and items that are clearly unusable or non-repairable.

- Usable equipment must be handled in accordance with the SUCF Surplus Process. (see also State Owned Surplus Process Flowchart) Fair equipment can be sold through Albany eBay NYSStore.
If equipment is **requested** to be permanently transferred to another institution a surplus/transfer form needs to be completed.

State owned equipment is only transferrable to another SUNY or New York State Municipality to be verified with OGS in Albany prior to the removal from Stony Brook. **Removal of state owned property to a non NYS entity is a violation of** [NYS Finance Law Article XI Subsection 167](#).

RF Funded equipment in conjunction with the department head signature needs the approval of the Office of Grants Managements with a co-signature by the director of OGM on the surplus form for auditing compliance.

632-9038 OGM phone #.
**Albany Guidelines for Surplus Equipment to OGS for EBAY**

- A campus Equipment Surplus/Transfer/Disposal Form (or any other process that leaves an audit trail) should be used for property which is no longer necessary within a department or campus location.

- If the property is useable (**fair to excellent condition**), it will be offered to Stony Brook Campuses for 5 business days.

- If there are no claimers locally surplus will be offered to other SUNY establishments for 10 business days.

- If the equipment is not transferred between SUNY campus’s then a request will be sent to Albany for Sale on OGS - EBAY. ([Form CS-201](#)) Must be completed. If items are State funded they will be offered on the OGS Intranet site for 7 calendar days prior to posting on eBay for auction.
Property Control
Auctions on eBay

– To monitor the listing once it has started go to: http://stores.ebay.com/nysstore (listings last for 7 calendar days)

– If sold, once OGS receives complete payment they will issue a release form for the buyer to pick up the item and sign for it giving them 10 business days to pick up the item. If not sold OGS will relist for another 7 days on eBay.

– When the item has been removed from campus, the Coordinator will notify Property Control to retire it from PCS providing the signed release form.

– Revenues received for equipment purchased with “special funds” is reimbursed by OGS Fiscal Services issuing a check to SUNY for deposit in the account as indicated on the original CS201 form, minus a small OGS handling fee (15-20%). This revenue is handled through Accounting.
Report of Surplus Personal Property CS-201

Instructions: Return the original signed CS-201 form to the OGS Surplus Personal Property program. If you are sending pictures, please label each picture with the corresponding item number.

### Reporting Agency Information

<table>
<thead>
<tr>
<th>Reporting Agency Name</th>
<th>Reporting Agency Address</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Alternative Contact Name</th>
<th>Phone Number</th>
<th>Email</th>
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</table>

The personal property listed below is no longer required by this agency and the agency declares, with relation to Environmental Conservation Law, Article 27 and NYS OGS Part 371, that such listed property is not, and does not contain hazardous waste, pesticides, or radioactive materials.

<table>
<thead>
<tr>
<th>Referenced Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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</table>

### Surplus Personal Property Information

#### Location of Surplus Property

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION (Include model #, dimensions, and any missing parts)</th>
<th># UNITS</th>
<th>CONDITION</th>
<th>DPAT ASSET ID</th>
<th>FOR OGS USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Select</td>
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<td></td>
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<tr>
<td>2</td>
<td></td>
<td>Select</td>
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<td>3</td>
<td></td>
<td>Select</td>
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<td>4</td>
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<td>Select</td>
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<td>5</td>
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<td>6</td>
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<td>Select</td>
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<td>7</td>
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<td>Select</td>
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<td>8</td>
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<td>9</td>
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<td>Select</td>
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<td>10</td>
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<td>11</td>
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<td>12</td>
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<td>13</td>
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<td>Select</td>
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<td>14</td>
<td></td>
<td>Select</td>
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<tr>
<td>15</td>
<td></td>
<td>Select</td>
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<td></td>
</tr>
</tbody>
</table>

Complete printed name, title and phone number of authorized Surplus Property Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Information Security Certification

The undersigned acknowledges that the surplus IT equipment listed herein has been properly prepared for disposal and/or interagency transfer. All hard drives on PCs, printers, copiers, etc., have been carefully removed and destroyed. Removal should be accomplished in a manner that will allow a new hard drive to be installed in the device, and all removable media (e.g., flash drives, tapes, diskettes) have been removed. If the data contained in a device cannot be permanently erased, that device must be destroyed. IMPORTANT: All state agency stickers, decals, etc., that identify the owner agency must be completely removed before OGS Surplus Property will accept the items.

<table>
<thead>
<tr>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature

Note: Should the disposal of this equipment require any special action or handling, please explain:

Funds from which item(s) purchased:

*All costs incurred by OGS in the final disposition of the identified “Special Fund” item will be deducted from the gross sale proceeds, prior to reimbursement to your agency.
Property Control
Auctions on eBay

Guidelines for Handling of Surplus State Personal Property

Procedures for surplus state personal property (excluding vehicles), are as follows:

Step 1: Completing a CS-201 Form for Surplus Personal Property
Upon determining that your agency or department no longer has a need for an item, obtain a CS201 (Report of Surplus Personal Property) and fill out the form.

- Complete Name and Address of Reporting Agency.
  - The Authorized Signature must be that of your agency’s Surplus Property Coordinator and must be on record with the OGS State Surplus Property Program.
  - All CS-201 forms must be reviewed and approved by OGS’s State Surplus Property Coordinator. If the surplus listed on this form is coming to OGS’s Warehouse on the State Office Campus in Building 18, appointments must be made prior to dropping items off. No appointment has been made, your delivery to the warehouse will be denied. The Warehouse phone number is 518-485-9200.

- Complete Location of Property.

- Complete Description of Item(s)*
  - Provide brand names, model numbers, dimensions, and list any missing parts.
  - OGS does not accept the following items:
    - Cell phones/smart phones, iPads, iPods, or tablets: ITS will take back cell phones and smart phones. Mail the devices to the ITS Mobile Device Management Unit, 6 Empire State Plaza, Swan Street, Core 4, Room 3409, Albany, NY 12233
    - Software or tube televisions - these items go to electronic recycling. Contact EWASTE at 1-888-563-1340 to have these items discarded, or follow your agency’s protocol for electronic recycling.

- Determine condition of the Item(s).
  - Select excellent, very good, good, fair, poor, or parts only.

- Any unique information relative to the Item(s) being surplus should be noted on the CS-201.

- Complete printed name, title, and phone number of authorized Surplus Property Coordinator.

- Sign Information Security Certification (if applicable).

- Provide the name of the Fund from which the item(s) were originally purchased.
  - Any revenue derived from the sale of the surplus items, minus administration fee other than General Fund purchases, will be returned to the purchasing agency.

Step 2: Surplus Property Offered to State Agencies
Once the OGS State Surplus Property Coordinator receives and approves the CS-201 form:
- The item(s) will be entered onto the OGS Intranet website for 7 calendar days, to allow other state agencies to request transfer of the item(s) for their reuse.
- If another agency requests the item, the contact on the CS-201 and their surplus coordinator are notified of the transfer.

Step 3: Surplus Property Offered to New York State Local Municipalities

- If after the 7 calendar day Intranet posting, the surplus Item(s) are not obtained by another state agency, the Item(s) are offered to New York State local municipalities for an additional period of 7 calendar days. If purchased by a municipality the contact person on the CS-201 and their surplus coordinator are notified of the sale.

Step 4: Surplus Property Offered in Public Auction
- If the surplus Item(s) are not transferred to another state agency or obtained by a New York State local municipality, the items are offered in public auction (via an online eBay auction or physical auction).
This is to advise you that this office is in receipt of full financial settlement from the bidder indicated above.
This letter will serve as your authority to release the equipment listed below to a representative of the above named bidder upon proper identification.
All equipment is sold "as is" with no guarantee or warranty either expressed or implied.
NOTICE: It is expected that the buyer shall expeditiously use this personal property in accordance with applicable law, rules and environmentally preferred practices.

<table>
<thead>
<tr>
<th>Lot No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ford Wheel TW32 (K9 C HM 01)</td>
<td>1</td>
<td>265593</td>
</tr>
</tbody>
</table>

CONTACT FOR REMOVING THE ABOVE LOT IS:
ROBERT NARANGO
PHONE: 4532/632-8300

NOTE: THE SUCCESSFUL BIDDER MUST REMOVE ALL ITEMS IN LOT(S) AWARDED. SORTING WILL NOT BE PERMITTED. ALL ARRANGEMENTS FOR LOADING AND REMOVAL WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER. STATE EQUIPMENT AND/OR PERSONNEL WILL NOT BE PROVIDED.

Authorized By: FRANK GEOSKY

Released By: 

Received By: 

Date: 

Date: 

Date: 

Please fax signed form back to 518-457-8641 when pick up is completed.
OGS may issue a Local Disposition Authorization (LDA) directly to the campus if it is unable to sell the surplus property. A campus receiving a LDA is responsible for ensuring the item is disposed of in the most economic and environmentally friendly manner.
Authorization for Local Disposition of Surplus Personal Property

Reporting Agency:
ATTN: SUNY STONY BROOK
100 NICKELS ROAD
CENTRAL SERVICES BUILDING
STONY BROOK, NY 11794

State of New York
Executive Department
Office of General Services
Bureau of Surplus Personal Property Disposition
Building 89, Suite 103
The Governor W. Averell Harriman State Office Campus
Albany, New York 12240-1852
(518) 457-5395
(518) 457-6441 FAX

LDA Authorization Number:
LD2617I010I002

<table>
<thead>
<tr>
<th>SP NO.</th>
<th>CS. 201</th>
<th>DATE</th>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>205412</td>
<td>8/29/2017</td>
<td>1</td>
<td>LOT OF APPROX. (336) PLEATED BOX FILTERS AND (44) RIGID CELL MERV FILTERS (lot 1)</td>
<td></td>
</tr>
</tbody>
</table>

Items listed on eBay, never sold. Please dispose of locally in the best interest of the State.

The disposition of the surplus items shown above is authorized in accordance with Section 187 of the State Finance Law.

Date: October 31, 2017

Authorized Signature: [Signature]
OGS requires that a [CS201.1](#) is completed for vehicles being that are surplus. In conjunction with the CS201.1 a Report for surplus and/or transfer of personal property form needs to be submitted to Property Control as well.
# Report of Surplus Motor Vehicles and Motorized Equipment CS-2011

**Instructions:** Mail the original signed CS-2011 form along with the unsigned title or transferable registration, and recall notice to the OGS Surplus Personal Property program.

## Reporting Agency Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Asset Number</td>
<td>Reporting Agency Name</td>
</tr>
<tr>
<td>Reporting Agency Central Office Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Location of Surplus Vehicle</td>
<td>Contact Name</td>
</tr>
<tr>
<td></td>
<td>Contact Number</td>
</tr>
</tbody>
</table>

## Vehicle Information

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>Cylinders</th>
<th>VIN</th>
<th>State ID/Plate</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

### Sedan | Subn | Van | Pickup | Other | Specify | Fuel Type | CNS Tank Expiration Date |
|---------|------|-----|--------|-------|---------|-----------|-------------------------|

The odometer reading __________ in accordance with federal/state laws reflects the ACTUAL mileage of the vehicle unless the following statement is checked:

- The reading is not the actual mileage
- State reason why NOT actual:

### Recall Notices

A list of recalls on all vehicles being surplus must be submitted in addition to the surplus form (CS-2011).

Using the website [http://www.autorecall.gov](http://www.autorecall.gov), enter the VIN of the vehicle your agency is surplusing. The number of open recalls will appear at the top under year/model. A printed copy of the recall status, whether there are recalls or not, must be attached to the surplus form (CS-2011).

- Yes, the surplus vehicle recall notice report is attached to the surplus form (CS-2011)

### Vehicle or motorized equipment operable?

- Yes | No

### License plate returned to OGS?

- Yes | No

## Equipment & Features

### Check all that apply:

- Auto Transmission
- Power Windows
- Power Brakes
- Radio
- Standard Transmission
- Air Conditioning
- Power Steering
- Other (please list conversion van, innominate van, etc.)

## Removal of any parts from the equipment is FORBIDDEN without written authorization from the Bureau of Surplus Personal Property.

### Defects

Check all that apply and provide details. Please be as specific as possible.

- Body Damage
- Mechanical Defects
- Missing Parts

The personal property listed above is no longer required by the agency and the agency declares, with relation to Environmental Conservation Law, Article 27 and 9 NYCRR Part 370, that such listed property is not does not contain hazardous wastes, precursors, or radioactive materials. I also certify that its condition and the odometer information is accurately represented above.

### Note:

After final disposition of the identified fund item, 10% of the gross sale proceeds will be deducted by OGS to cover costs, prior to reimbursement to your agency.

### Funds from which items purchased:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

CS201.1
Property Control
Vehicle Auctions

Special Notes

- Please do not sign or fill in any part on the back of the title.
- Surplus vehicles must be COMpletely cleaned out before being brought to an auction site.
- Due to recent regulations imposed by the NYS Office of Public Security, vehicles that were used as police or safety vehicles must have all lights and stickers removed. Stickers cannot be painted over.
- Keys must be tagged with make and a State ID or plate number for identification purposes.

Reporting Agency Information

1. If applicable, enter the unique 10-digit fixed asset number in the box provided. These numbers are reported to the OGS Bureau of Fixed Assets.
2. Enter the name of the reporting agency declaring an item surplus. For example: Department of Transportation
3. Enter the address and phone number of the Central Office of the reporting agency declaring an item surplus. For example: 40 Wolf Road, Albany, NY 12205, 518-457-2676
4. Enter the address of the location where the surplus item is physically located. For example: 5460 South Bay Road, North Syracuse, NY 13212
5. Enter a contact name and phone number at the location of the surplus item. For example: John Doe, 315-456-7890

Vehicle Information

6. Enter the year of manufacture, name of manufacturer, (e.g., Ford, Chevrolet, Massey Ferguson, International) and the model name (e.g., Crown Victoria, Lumi, 940, L6000), enter the color of the item and the number of cylinders.
7. Enter the Vehicle Identification Number (VIN) or Serial Number (SN) from the title. Desirable information (titles must remain unsigned), or when a VIN or SN on a vehicle is missing, altered or obscured, arrangements should be made through OGS for verification and/or renumbering. VIN or SN are required for proper and legal identification and sale of surplus items, and to maintain accuracy of inventory.
8. Enter the State Identification Number for the item declared surplus. This number may be found on some registrations and is generally 6 or 8 characters. For vehicles, it may be the license number assigned to the vehicle or a number assigned by Fleet Administration or the Department of Transportation. The State Identification number is used to assist in the accurate identification of the surplus item.
9. Enter the vehicle type by checking the appropriate box or entering on the appropriate line if vehicle type is not listed. (e.g., Sedan, Truck or OTHER Snowmobile).
10. Enter the fuel type. If the fuel type is CNG, enter the CNG tank expiration date.
11. Enter the accurate odometer reading as it appears on the surplus vehicle (do not enter tons of miles or estimate the mileage). Check appropriate box, where applicable, if the actual mileage exceeds the mechanical limits of the odometer (if odometer has turned over 100,000) or if the reading is not the actual mileage, check "not the actual mileage" and state why (e.g., odometer broken, odometer reset, etc.). The accurate reading is required by Federal and State regulations as part of Consumer Protection Legislation.
12. Recall Notices: A list of recalls on all vehicles being sold must be submitted in addition to the surplus form (CS-2011). Using the website (https://www.nhtsa.gov/recalls), enter the VIN of the vehicle your agency is surplusing. The number of open recalls will appear at the top underneath "year/make/model." A printed copy of the recall status, whether there are recalls or not, must be attached to the surplus form (CS-2011).
13. Check yes or no to indicate if the vehicle or motorized equipment is operable.
14. Check where appropriate to indicate whether or not the following are present: automatic transmission, standard transmission, power brakes, power steering, power windows, radio, air conditioning, and other to enter any other equipment, (e.g., 4 x 4, power, etc).
15. Enter for appropriate defects and identify all known specific defects in space provided (e.g., major accident damage, major rust, engine, transmission, brakes, etc.). "Does not run" is not a defect. Identification of defects required to provide a reasonably accurate description of the surplus item when being sold at auction.
16. Signature: Ensure appropriate signature of authorized person responsible for completion of form and information contained within, compliance with Environmental Conservation Laws, condition, and accuracy of all information.
17. Enter name of person signing form, title and date.

Submit the completed and signed Report of Surplus Motor Vehicles and Motorized Equipment Form (CS-2011) with required attachments to:

New York State Office of General Services
State Surplus Property Program
Harriman State Office Building Campus
Building 18, Suite 102
Albany, NY 12226

Check to confirm the following attachments are submitted with the CS-2011 form:

- Uninsured title or transferable registration
- Recall Notice Status

Stony Brook University
SUNY Document 9000 requires that campuses submit a report of any suspected theft or lost of State funds, equipment, supplies and other assets to OSC and to the University Controller’s Office on a Quarterly basis.

This report to Albany is inclusive of all items in excess of $1,000.

If a department has a lost or stolen item it is their responsibility to contact UPD. 632-3333

For items under $1,000 Property Control still needs a copy of the police report in order to justify removal of the asset from the inventory locally.

[SUNY Document 9000](#)
There are a few areas of concern for the Property Control Department when dealing with any equipment dispositions.
Assuming an item containing refrigerant is being discarded if broken and/or unusable. Prior to contacting the Property Control Department your area is responsible for removal of the refrigerant and any costs associated.
Property Control
Refrigerant Removal Points of Contact

West Campus Physical Plant
(631)632-6400

East Campus
HSC Refrigeration Shop
444-7962
Removal of Equipment that has contained or contains Hazardous Material, Radioactive Material or a Radioactive Sealed Source.

- The Report of Surplus Personal Property Form is to be completed by the Department requesting a pick up. The form has Hazard Codes (Radiation, Chemical, Biohazardous and not applicable) on the lower right, for each item being surplus.
If a Department is surplusing an item that qualifies as a hazardous code, they are to contact Environmental Health & Safety at (631) 632-6410 and specify what hazardous materials are involved with the piece of equipment.

Depending on the hazardous material involved, EH&S will make a determination and apply the proper decontamination method. For example, should radioactive material be involved, Radiation Protection Services (RPS) will inspect the unit and provide the department with a copy of a wipe test contamination survey. Should the contamination survey be below 200 dpm/100 cm² - then the piece of equipment can be released to Property Control. If the wipe test survey is above 200 dpm/100 cm², then RPS will decontaminate the unit until it is below the 200 dpm/100 cm² level and able to be released to Property Control. Should the piece of equipment contain a Radioactive Sealed Source, Radiation Protection Services (RPS) will remove the sealed source and notify Property Control by e-mail that the piece of equipment is ready for pick-up. The Department then attaches the copy of the wipe test and e-mail report to the Surplus Property form.
If Property Control is onsite and comes across a piece of equipment marked Radioactive that has not been decommissioned by RPS, then Property Control will notify the Department that we cannot take the piece of equipment until it is cleared by Radiation Protection Services.
Some things to think about are items such as pumps which will require the oil to be removed from them by EHS in order to process for pick.

Items that contain batteries such as Uninterruptable Power Supplies will need to have EHS remove the batteries prior to pick up.
EHS (631) 632-6410

https://ehs.stonybrook.edu/
Any equipment containing a hard drive will need to have the memory wiped or removed. The Information Technology section is required to be completed on the surplus form prior to removal of these items from an area.

Cell phones will need to be verified by IT and the information technology section signed off on the surplus/transfer form prior to removal from an area.

For apple products make sure to remove the piece of equipment as being registered under your apple account.
Points of Contact

IT Help Desk West Campus
632-9800
http://service.stonybrook.edu/portal

IT Tech Park
444-4037

IT Hospital
444-6517
Pick ups: Linen Services/Recycling Department remove the surplus and brings the items to the Health Science Center loading dock.

Points of Contact
(631) 444-1462
<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyril Rickson, Manager</td>
<td>(631)632-6290</td>
<td>(631)632-8332</td>
</tr>
<tr>
<td>Robert Naranjo, Supervisor</td>
<td>(631)632-6306</td>
<td>(631) 632-8332</td>
</tr>
<tr>
<td>Mark Basquit, Surplus Coordinator</td>
<td>(631)632-1183</td>
<td>(631) 632-8332</td>
</tr>
<tr>
<td>Paul Quattrone, Surplus Distribution Coordinator</td>
<td>(631)632-7281</td>
<td>(631) 632-8332</td>
</tr>
<tr>
<td>Vacant, Physical Inventory Coordinator</td>
<td>(631)632-9298</td>
<td>(631) 632-8332</td>
</tr>
<tr>
<td>Donna O’Shaughnessy, Office Assistant</td>
<td>(631)632-6007</td>
<td>(631) 632-8332</td>
</tr>
<tr>
<td>Christopher Fassino, Clerk</td>
<td></td>
<td>(631) 632-8332</td>
</tr>
</tbody>
</table>
Report For Surplus and/or Transfer of Personal Property Form PROC0067.

Off Campus Use Form SUSB2640.

Gift-in-Kind Form PROCF0004.

Card Purchase Guidelines PCTRDO0001.

CS201 Form.

CS201.1 Vehicle Auction Form.
Stony Brook Property Control

RF Property Management Handbook

SUNY Property Manual
Questions?

Thank You