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Marylee Fay  

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**Authorized Signature**

**Number:** SPD-IM-04-096  
**Issue Date:** 11/02/2004

**Topic:** Other

**Subject:** Surplus Equipment

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                 | <input type="checkbox"/> County Mental Health Directors       |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services                      |
| <input type="checkbox"/> Children, Adults and Families     | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers        | <input type="checkbox"/> Other (please specify):              |

**Message:**

This memorandum is issued to provide information to AAA offices who need to surplus equipment that has been purchased by DHS on behalf of the AAA or equipment which was loaned by DHS to the AAA office regarding the policies and procedures for surplus equipment.

The IT Asset Management Procedure indicates that the State Unit on Aging (as the business unit) and OIS are responsible for surplus activities. All surplus activity must go through DHS-SUA , and AAA offices should NOT contact OIS directly.

Do not dispose of any loaned DHS equipment, regardless of the perceived value of the item. AAA offices should return all surplus equipment through the business unit of DHS, in this case, the SUA. The SUA will then contact the local DHS field technician that the AAA has equipment to be surplused and make arrangements for equipment to be returned to OIS.

If you have equipment that is ready for surplus, please contact Amy Evenson or Lee Girard for further assistance with processing this equipment. The procedures outlined in *Managing IT Equipment Procedure* (the SUA is the 'Business Unit') [http://www.dhs.state.or.us/policy/admin/is/070\\_014\\_02.htm](http://www.dhs.state.or.us/policy/admin/is/070_014_02.htm) will be followed by the SUA and OIS in processing the surplus request.

*If you have any questions about this information, contact:*

**Contact(s):** Lee Girard, SUA Team Lead

	Amy Evenson, OAA Program Coordinator		
<b>Phone:</b>	Lee Girard, 503.947.1199 Amy Evenson, 503.945.5734	<b>Fax:</b>	503.9474245
<b>E-mail:</b>	<a href="mailto:Lee.A.Girard@state.or.us">Lee.A.Girard@state.or.us</a> <a href="mailto:Amy.R.Evenson@state.or.us">Amy.R.Evenson@state.or.us</a>		