



# Oregon

Tina Kotek, Governor

## Department of Administrative Services

Enterprise Asset Management - Surplus Property Distribution Center  
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### MEMORANDUM

**To:** State Agencies

**From:** Sven Anderson  
Oregon Surplus Property Manager  
Direct Line: (503) 378-6057

**Date:** Updated February 6, 2024

**Subject:** Personal Property Disposition

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ORS 279A.280 (C) states: The department (DAS), or a public or private person or entity designated by the department may recycle or otherwise dispose of property when the department determines the value and condition of the property does not warrant the cost of sale.

#### **The following is a list of options for handling surplus items with a value of \$250 or less:**

**NOTE:** For e-waste see DAS Statewide E-waste policy #107-011-050\_PR (supersedes #107-009-0050).  
[https://www.oregon.gov/das/Policies/107-011-050\\_PR.pdf](https://www.oregon.gov/das/Policies/107-011-050_PR.pdf)

Please see ORS 244 regarding Government Ethics and also the Oregon Government Ethics Commission's Guide for Public Officials:

<https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf>

Each agency shall make the determination as to whether the surplus item(s) they are disposing of have a current value of less than \$250. The quantity of items shall be considered when making this determination (i.e. individually the items are worth less than \$250 but when combined with other identical or like items, they are worth more than \$250). Agencies should also consider the cost of transporting the items to the Surplus warehouse when making this decision. The following methods may be used to make this determination:

- 1) Items that are listed on the following document:  
[https://www.oregon.gov/das/Surplus/Documents/\\$250%20or%20less.pdf](https://www.oregon.gov/das/Surplus/Documents/$250%20or%20less.pdf)
- 2) The original purchase price was less than \$250.
- 3) Using a website that identifies potential resale values. One example is:  
<https://satruck.org/Home/DonationValueGuide>

For disposal of items that are determined to be worth less than \$250, follow your agency's guidelines regarding tracking and/or audit trails. At all times, agencies should strive for the highest and best use of state property. Agencies should avoid disposing of surplus state property in a way that may appear to be a waste or misuse of state resources.

**I. Reuse it within the agency which currently owns the item(s):**

- Make the item available via email and/or other means in an effort to reuse it internally.
- REMEMBER - in MOST cases, your agency extends beyond the walls of your building.

**II. Transfer or sale to another State or local government entity: (i.e. city, county, school district, water district, fire district, etc.)**

- Identify government entity and arrange transfer.

**III. Transfer to a local government entity or qualified non-profit organization:**

Identify local government entity (city, county, school, fire district, etc.) or any Oregon non-profit organization registered with the Oregon Department of Justice and arrange donation.

<https://justice.oregon.gov/charities>

**IV. Utilize one of the companies with price agreements for office furniture that have awards in the area of donation/repurposing/recycling.**

- PO-10700-00013607 – Allsteel, LLC - [sperandeol@allsteeloffice.com](mailto:sperandeol@allsteeloffice.com); (916) 817-1229
- PO-10700-00013609 – MillerKnoll, Inc. - [Jen\\_teckenburg@millerknoll.com](mailto:Jen_teckenburg@millerknoll.com); (503) 278-0142
- PO-10700-00013612 – The HON Company - [contractmanager@honcompany.com](mailto:contractmanager@honcompany.com); (800) 833-3964

**V. Recycle in accordance with state and local laws:**

- For recycling information, please check with your city or county for local options.

**VI. Place in refuse stream in accordance with state and local laws:**

- NOTE: THIS IS A LAST RESORT OPTION - consider all other options first.

**VII. Transfer to DAS Surplus\* for resale and/or distribution:**

- Selling agency enters information in the DAS Surplus Property Inventory system.
- Current DAS Surplus Property Program fees and/or reimbursement schedule will apply. For more information please see: [www.OregonSurplus.com](http://www.OregonSurplus.com)
- To have DAS Surplus sell the item from your location rather than transporting it to the Surplus Property warehouse, please contact the Surplus Property Program at (503) 378-6020.

\* **Do NOT send the following items to Surplus:**

- Hazardous waste
- Radioactive items
- Cubical panels/systems furniture/space saver rolling file systems
- Garbage – including but not limited to items that are broken or incomplete: part of a desk, bookcase without shelves, etc.
- Locked safes or cabinets without combinations or keys
- E-waste – computers, printers, cell phones, etc.- Please see: [https://www.oregon.gov/das/Surplus/Documents/E-Waste/e-waste\\_guidelines.pdf](https://www.oregon.gov/das/Surplus/Documents/E-Waste/e-waste_guidelines.pdf)
- For Surplus items with a value greater than \$250, please utilize the Surplus inventory system available at this link: <https://surplus.app.works/index.php> For a tutorial on how to use this system, please visit this link: <https://www.oregon.gov/das/Surplus/Documents/ReuseTutorialDocs/ReuseTutorial.pdf>

**Please call me directly if you have any questions or concerns – (503) 378-6057. Thank you**