

## Chapter Adm 11

### SURPLUS STATE PROPERTY

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**Adm 11.01 Authority.** Section 16.72 (4) (b), Stats., authorizes the department to provide rules for the declaration and disposition of surplus state property.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83.

**Adm 11.02 Purpose.** The purposes of this chapter are as follows:

- (1) To ensure the regular disposal of state property.
- (2) To establish criteria for declaring state property as surplus.
- (3) To establish appropriate methods for disposing of surplus state property; and
- (4) To provide for the transfer of surplus state property to other agencies.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83.

**Adm 11.03 Definitions.** (1) "Department" means the department of administration.

(2) "State property" means all materials, supplies, equipment and other property of a state agency, regardless of value, except real property.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83.

**Adm 11.04 Primary responsibility.** (1) The department shall approve declaration of and authorize disposal of all state property.

(2) This primary responsibility may be delegated to agencies in writing by the department. Notice of delegation to each agency shall specify what types of state property are included.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83.

**Adm 11.05 Declaration of surplus.** (1) Each agency shall regularly inspect its state property to determine if any should be declared surplus. State property may be declared surplus for the following reasons:

- (a) It is not needed by the agency to carry out program responsibilities in the foreseeable future;
- (b) It is obsolete, broken or otherwise not useful to the agency in carrying out the program responsibilities.
- (c) It is beyond the date specified for replacement on an established agency replacement schedule, or meets criteria established by the department for disposition; or
- (d) It is no longer useable for its intended purpose.

(2) Property may be declared surplus if any state agency reports the property as surplus on the prescribed form to the department. The declaration as surplus by the state agency shall be effective when approved by the department.

**Note:** Different forms are used for reporting state surplus property depending on the transaction. Copies of the current forms may be obtained by writing to the Department of Administration, Division of Agency Services, P.O. Box 7867, Madison, Wisconsin 53707.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83.

**Adm 11.06 Methods of disposal.** All surplus state property shall be disposed of by one of 7 methods.

(1) Transfer or sale to another state agency. The department shall assist agencies in locating potential users of surplus state property.

(2) Transfer or sale to a municipality, as defined in s. 66.0301 (1) (a), Stats., other than a state agency.

(3) Sale to the public by one of 4 methods:

- (a) Soliciting competitive bid offers from the public.
- (b) Offering to the public at a fixed sale price established by the department by appraisal, market survey or other means.
- (c) Offering to the public at the highest competitive price arrived at through public auctions.

(d) Arriving at a negotiated sale price which is determined by open documented negotiation, for example, blue book value.

(4) Trade-in on replacement equipment.

(5) Sale for salvage value.

(6) Scrapping for no value or limited value.

(7) Destruction when security or confidentiality is required, when disposition by any other method might be hazardous to the public, or when attempts to dispose of the property by all other methods have failed.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83; correction in (2) made under s. 13.93 (2m) (b) 7., Stats.

**Adm 11.07 Proceeds from disposal.** (1) Credit from the disposal of surplus state property, less handling and selling costs, shall be provided to the originating agency, pursuant to s. 16.72 (4) (b), Stats.

(2) Agencies to which the sale or trade-in of surplus state property has been delegated, in s. Adm 11.04 (2), shall regularly report all proceeds to the department.

**History:** Cr. Register, June, 1983, No. 330, eff. 7-1-83.