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**SURPLUS PROPERTY PURCHASING STANDARD OPERATING PROCEDURES**

The purpose of Standard Operating Procedures for surplus property purchasing is to ensure timely processing of products, furniture, etc., the program would like to purchase from Surplus Property.

The program office shall perform the following tasks for purchasing surplus items:

* Verify fund availability.
* Contact MDE Property Staff to discuss goods needed for purchase from Surplus Property.
* Property Staff shall visit Surplus Property with MDE Property Staff to select what is to be purchased.
* Obtain the property sheet that lists detailed descriptions of all items and pricing information.
* Record goods selected on a requisition
* Submit the requisition and property sheet electronically via the purchasing portal for processing.

Upon submission of the packet to the Purchasing Submission Portal, the Office of Procurement shall:

* Purchasing staff will review and process a purchase order within 10 business days
* Asset Numbers shall be assigned while generating the PO to any furniture items that exceeds $1,000 dollars or higher, computer equipment $250 or higher, any items listed on the asset sheet that should be tagged for inventory purposes.
* Procurement Office Director will email approved PO to program requestor, copy purchasing staff, Accounting (Invoices Payable) and Property Staff for further processing.