

**CHAPTER 43. TRANSFER OF SURPLUS STATE PROPERTY**

- Sec.  
43.1. Inspection by interested Commonwealth agencies.  
43.2. Handling and transportation of selected property.  
43.3. Procedure for transfer of surplus property.

**Cross References**

This chapter cited in 4 Pa. Code § 41.17 (relating to review of surplus property); 4 Pa. Code § 41.22 (relating to transfers to the Bureau); and 4 Pa. Code § 45.1 (relating to authority to sell surplus or unserviceable property).

**§ 43.1. Inspection by interested Commonwealth agencies.**

(a) Surplus State property generated or accumulated in the city of Harrisburg shall be held at the warehouse for review by interested Commonwealth agencies for a period of time not to exceed 5 working days. Property which has not been selected for transfer during this holding period shall be released for private sale or public auction.

(b) Surplus State property generated or accumulated outside of the city of Harrisburg or the local area shall be held at the place of origin for review and screening by interested Commonwealth agencies for a period not to exceed 10 working days. Property which has not been selected for transfer during this period shall be either:

- (1) Moved to the Division warehouse in the city of Harrisburg for further processing.
- (2) Sold in place through private sale or public auction.
- (3) Condemned and demolished or destroyed.

**§ 43.2. Handling and transportation of selected property.**

(a) The receiving agency shall be responsible for the handling and transportation of property selected for transfer.

(b) The Division warehouse employees shall assist in the transfer whenever possible or practical.

(c) Recipients shall submit Office of Administration Form 560, Work Request, to the Bureau for the movement of property from the warehouse.

**§ 43.3. Procedure for transfer of surplus property.**

(a) Upon items being selected for transfer, the warehouse section shall proceed in the following manner:

- (1) Mark the item selected for transfer with a Shipping Tag, Manila, 5 1/2 inches by 2 5/8 inches, Size 16, Commodity Code Number 0310-0300-030. Information posted to the tag shall include: recipient, Surplus State Property Identification Tag Number, date and signature of the warehouse representative.

- (2) Remove the Surplus State Property Identification Tag, Office of Administration Form 552. Post transfer information on the tag and have it signed by the representative of the receiving activity.
  - (3) List all items selected for transfer on Property Transfer/Sale Slip, PSPD Form 20. The representative of the receiving activity shall sign all copies of the transfer slips. The warehouse shall retain Copies No. 1 and No. 2. Copy No. 3, Property Pass, shall be returned to the agency representative. Copy No. 4 shall be mailed to the institution Property Officer.
  - (4) Inform the representative of the receiving agency that the handling and transportation of the property shall be their responsibility.
  - (5) Affix Surplus State Property Identification Tags, Office of Administration Forms 552, from property which has been transferred to Copy No. 1 of the Property Transfer/Sale Slip. Forward Copies No. 1 and No. 2 of the Property Transfer/Sale Slip and related Surplus State Property Identification Tags to the office section of the Division.
- (b) Upon an item being selected for transfer, the office section shall proceed in the following manner:
- (1) Post appropriate records to reflect the transfer action.
  - (2) Adjust inventory balances and delete items from availability listings.
  - (3) Attach Property Transfer/Sale Slips and related Surplus State Property Identification Tags to appropriate Surplus State Property Reports. File as a completed property transaction.

#### APPENDIX A

*(Editor's Note: 1 Pa. Code § 3.13(b) (relating to contents of *Bulletin*) gives the Legislative Reference Bureau discretion to exclude from publication in the *Pennsylvania Bulletin* classes of documents which are voluminous and applicable only to Commonwealth property or contracts or agency organization, management or personnel. Section 3.13(c) requires the Bureau to publish and codify a summary table of documents filed under § 3.13(b).)*

- (1) Administrative Circular No. 92-26, Dated July 27, 1992. Filing of Names With State Surplus Property Division, Department of General Services.
- (2) Administrative Circular No. 92-34, Dated August 24, 1992. Availability of State Surplus Real Property for Transfer to Commonwealth Agencies—Delaware County.

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