

**Maine State Agency for Surplus Property
Procedure for the Purchase of Property by
an Employee Leaving State Service
Title 5, §20-A paragraph 2**

Title 5, §20-A paragraph 2 permits state employees who are leaving state service to potentially purchase property that they used while employed or any other person to purchase as a gift to an employee that is leaving state service. The following is the procedure for requests and how they are approved. A copy of this procedure, statute and Request/Agreement form will be provided to the agency.

Note that agencies are not required to release property for sale to the employee. Considerations for release are: Departmental/agency needs for the property, type of property, replacement costs and the reason for the employee leaving state service. For all requests, the Surplus Property manager will have final approval or denial.

1. The Request/Agreement form is submitted to the immediate supervisor prior to or within 3 months of leaving state service. The supervisor will forward the request to the Bureau Director or Service Center Director to obtain necessary approval. If the property requested has a value greater than \$1,000, the agencies Commissioner's approval is required.
2. The Bureau Director or Service Center Director will contact the Surplus Property manager who will make a determination of need for the property by other state agencies by referencing an established want list. If an agency need exists, the property becomes eligible for distribution to another agency.
3. If no need exists for the property by another agency, then the fair market value will be determined by the Surplus Property manager in conjunction with the releasing agency, if necessary. The price may also include any considerations for remaining buy out costs. Once determined, the Surplus Property manager will communicate the price to the agency.
4. If approved by the agency, the Request/Agreement form with necessary signatures will be forwarded to the Surplus Property manager for the final approval signature. A check made payable to, "Treasurer, State of Maine" including sales tax, must be submitted with the Request/Agreement form or payment can be made by credit or debit card. A BP-84 Redistribution Order must also be included in order to transfer the property from the turn in agency. It is the agency's responsibility to inform their property officer of the transaction.
5. A sales document will be provided to the employee to present for the receipt of the property and a copy of the sales document and BP-84 will be forwarded to the agency. Property must not be released until payment is received and a sales receipt is provided to the employee and agency.

Revised 4/2010



REQUEST/AGREEMENT

Condition of Sale of State Property to an Employee Leaving State Service

Per Title 5 §20-A paragraph 2

I _____

(State Employee)

request and agree, if approved, to purchase the following property:

(Description of Property with Serial # and Fixed Asset #, if applicable)

For the amount of: _____

plus 5.5% sales tax: _____

Total: _____

Origin Account Code: _____

The account code must be provided, otherwise no funds will be returned to the agency.

As a condition of this sale, any property containing sensitive or classified information in an electronic form related to State government business, must be certified as overwritten, degaussed or destroyed by the Releasing Authority below, as indicated by the approval signature, prior to releasing the property to the employee.

Dated: _____ Signed: _____

(State Employee or person purchasing as gift)

Dated: _____ Signed: _____

(Releasing Authority)

Dated: _____ Signed: _____

(Surplus Property Manager)