



Missouri State Agency for Surplus Property

Missouri Surplus Property and WebData System

Presented by:

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Agenda

- ▶ Three programs under the Missouri State Agency for Surplus Property
- ▶ Generating Electronic SS1
- ▶ <https://statesurplusagency.state.mo.us>

Submitting electronic SS1 will give you immediate and long term access to your information.

Also, streamlines the submission and approvals.

Save Missouri Tax Dollars and Agency Funds By Using These Three Programs

Federal Property

Acquires excess property from Federal Agencies

Eligible Agencies can acquire for a minimal fee

Contact us to set up an account to purchase

Fixed Priced Vehicles

Acquires quality used vehicles from Federal Auctions

Eligible Agencies can acquire at lower than dealer prices

State Property

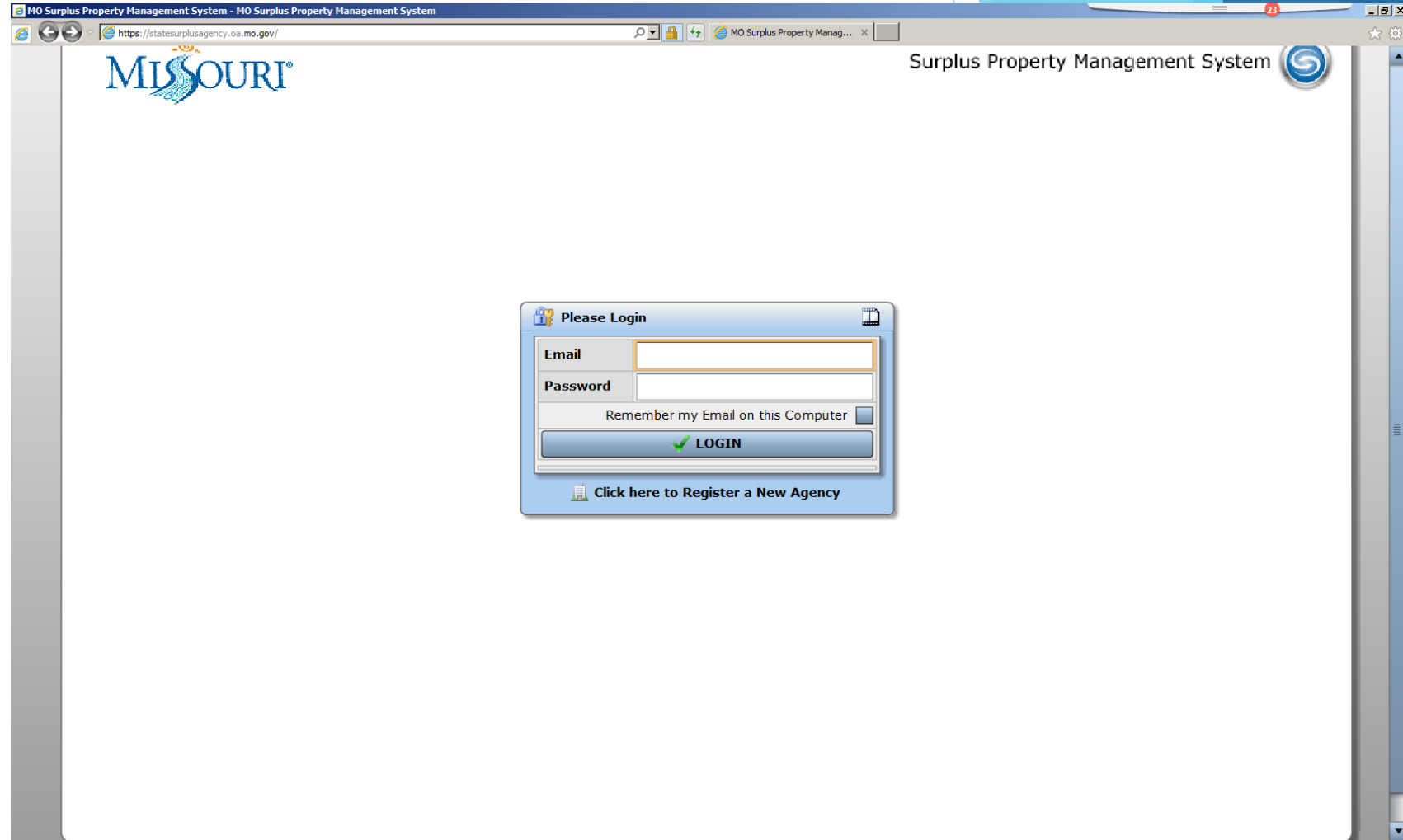
Disposes excess State-owned property

Disposed of in one of these four ways:

- Purchcomm
- Eligible Agencies
- GovDeals online sales
- Local disposal

Getting started on the State WebData

- ▶ Login with your state email address
(must be on file)
If your email is not registered with us, just give us a call.
- ▶ Password: if you have one set up in the Federal system, use it. Otherwise, use the generic - Pa\$\$w0rd (zero)



The screenshot shows a web browser window with the address bar displaying <https://statesurplusagency.aa.mo.gov/>. The page features the Missouri state logo on the left and the text "Surplus Property Management System" on the right. In the center, there is a "Please Login" dialog box with the following elements:

- Two input fields for "Email" and "Password".
- A checkbox labeled "Remember my Email on this Computer".
- A blue button with a green checkmark and the text "LOGIN".
- A link at the bottom that says "Click here to Register a New Agency".

[https://statesurplus agency.state.mo.us](https://statesurplusagency.state.mo.us)

Agency Profile

https://statesurplusagency.oa.mo.gov/ - MO Surplus Property Management System

https://statesurplusagency.oa.mo.gov/#app=c43c&304a-selectedIndex=0&6911-selectedIndex=1

Missouri

Surplus Property Management System

Logged in Administrator:
Lee Ann Braun

Missouri State Agency for S ▼

Log Out

To Do List

▼ Agencies

Agency Profile

SS1 Requests

SS1 Request Approval

SS1 Request Tracking

SS2 Transfer Receiving

Pickups|Deliveries

Truck Reservations

► Surplus Inventory

Property Office

Agency Profile

Search Add|Edit

Agency Missouri State Agency for Surplus Property Agency # 000000 Short Name MOSASP

Parent Agency State of Missouri Approved ☒

Agency Addresses

Building Name	Bldg#	P.O.Box	Address	City	State	Zip	+4	Main
				Jefferson City	MO	65101		<input type="checkbox"/>
			2846 Highway 179	Jefferson City	MO	65102		<input checked="" type="checkbox"/>

Agency Phones

Phone Number	Ext.	Phone Type	Main
573		Agcy. Main Phone	<input type="checkbox"/>
(573) 751-1264		Fax	<input type="checkbox"/>
(573) 751-3415		Phone	<input checked="" type="checkbox"/>

Agency Fund Accounts

Fund #	Description
0505	OA FLEET
0101	GENERAL REVENUE

New Edit Save Cancel Delete

Agency Users Add|Edit User

A	Individual Name	Job Title	Security Level	Phone	Email
	Admin Admin	Admin	Administrator	(573) 751-3415	admin@admin.com
✓	Anderson Tammy	Office Manager	Administrator	(573) 751-3415	tammy.anderson@oa.mo.gov
✓	Braun Lee Ann	Mgr	Administrator	(573) 751-3415	leeann.braun@oa.mo.gov
✓	Buschjost Jim	Storekeeper	Manager	(573) 751-3415	Deleted on 2017-04-11T09:32:34
✓	Collier Michelle	State Side AOSA	Administrator	(573) 751-3415	michelle.collier@oa.mo.gov

Total Records: 20

Print

Generating SS1 Request

[illegible]



Missouri State Agency for Surplus Property

- To log in to WebData, use your email address as the user ID, and 'Pa\$\$w0rd'. If that doesn't work, contact Michelle Collier [(573) 522-4865 or Michelle.Collier@oa.mo.gov].
- To set up a purchasing account to acquire property from Federal, Fixed Price Vehicles, or State Surplus please contact Brenda Kennedy [(573) 522-4891 or Brenda.Kennedy@oa.mo.gov].
- Sign up to receive weekly available property emails: https://public.govdelivery.com/accounts/MOOA/subscriber/new?topic_id=MOOA_30
- Log in to the State Side WebData portal, familiarize yourself on how the system looks and navigate around.
- We are here to help:
 - With your Agency Profile or adding employees
 - Adding funding sources
 - Property categories (but do not get into too much emphasis on exact categories)
- Reminders:
 - Notifications of GovDeals placement will still be emailed and photos will be submitted to us by email.
 - Local disposals will be marked in the system, but letters will still be disbursed and recorded.
 - SS2 for inter-departmental transfers will still be manually submitted to State Surplus and not entered into WebData.
- Advantages: permanent long-term electronic disposal record, faster, and less paper.
- We will be setting up WebEx sessions for training starting in January and a power point presentation will be placed on our web page. We would like to transition this system completely over to the users by the end of the fiscal year. So keep an eye on our website:
oa.mo.gov/general-services/surplus-property/state-surplus-property-program

STATE SIDE Contacts for assistance:

Tim Townsend (573) 522-4874 OR tim.townsend@oa.mo.gov
Michelle Collier (573) 522-4865 OR michelle.collier@oa.mo.gov
Dennis Scott (573) 522-4892 OR dennis.scott@oa.mo.gov

