

STATE SURPLUS FREQUENTLY ASKED QUESTIONS

What options does my agency have to liquidate usable property that we no longer need?

These options are detailed in our [policies and procedures](#). The options include the following:

- Contact other divisions within your Department to see if they have a need for the items.
- Direct Transfer to another State Department that has a need for the item via [MOREuse](#).
- Submit property to Surplus using Web Data electronic SS1 System. This option recoups your funding.
- On-site auctions coordinated by Missouri Surplus Property (if volume of property warrants).
- Online auction.
- Local Disposal (options: recycle, or destroy/dispose). If no bids are received through on-line or on-site auctions, or taken on MOREuse, you will be given local disposal.

How do we surplus a State Vehicle?

- Complete an electronic SS1 in Web Data with vehicle information: year, make, model, VIN#, condition, **if it starts, if it runs**, and ANY/ALL pertinent information pertaining to vehicle. The vehicle title must be mailed to Surplus:
 - Choose "Bring to Surplus" or "Remain in Place".
- Vehicles "Brought (Bring) to Surplus" will be available to tax-supported entities to purchase (for a short period of time), then placed on an online auction.
- Vehicles that "Remain in Place" will automatically be placed on an online auction.

Is there a form to request specific details on a sale?

No, but we suggest placing this information on the electronic SS1 in the description. Please include inspection dates and times, pickup dates and times, person to contact.

Who decides which on-line sales site our property will be posted to for sale?

- At the current time, all items are placed on GovDeals.

What needs to be sent to State Surplus to have an on-line sale?

- An electronic SS1 with [detailed information](#) and the contact person who will be able to answer questions about the property.
- Digital photos attached to an electronic SS1.
- Titles for vehicles will need to be mailed.

What are the photo/camera requirements for posting to on-line auctions?

- Photos should be 1.5 MB or smaller (smaller files will load more quickly) and be attached to your electronic SS1.

What is the difference in the completion time between the various types of sales?

- Online auction: approximately three weeks from the time we receive the electronic SS1 until the property is removed. Average listing is 10 days.
- On-site auction: Minimum of one month from the time a sale is requested until the property is removed (sale date must be coordinated with auctioneer and agency).

What incentive is in place to ensure that a buyer complies with the pickup date?

- If a bidder does not pay for or pick up the property, they can be defaulted and charged a 40% default fee on the price the lot sold for by GovDeals. They are also barred from bidding on any other auction until the default fee is paid. However, if the items are misrepresented by not advertising known problems with the property, the bidder will not be defaulted and we will relist the item.

What are the additional responsibilities of the reporting agency?

- A reporting agency team member will have to be available to show property during inspection period.
- Agency team members will have to verify paid receipt has been issued by State Surplus.
- Agency team members will have to ensure purchaser picks up correct item.

How will we see property that is available at other state agencies?

- By signing up for MOREuse, you may receive emails of available property that pertain to specific parameters you entered into your profile. You may then contact the agency to look at the items available.
- By viewing online auction lots on GovDeals offered by the Missouri State Agency for Surplus Property.

What about offices that don't have any space for storage to accumulate property?

- GovDeals auctions have a quick turn-around, which are usually completed in 21 days, making storage concerns a non-issue.