Purpose
To establish the procedures for the handling of surplus rate reimbursed equipment. This group of assets includes vehicles, heavy equipment, construction and engineering equipment, and shop and plant maintenance equipment. These assets are identified by UDOT ID numbers beginning with codes 01 through 38, and 45 through 46.

Policy
The responsible manager within the Regions, Districts, or Complex will determine if equipment is excess, trade-in, or unusable. All equipment determined to be excess will be reported to the Equipment Operations Manager in the Maintenance Planning Division. The Equipment Operations Manager has department-wide authority for this equipment, will make the final determination of all surplus rate reimbursed items, and oversee all phases of the surplus process for rate reimbursed equipment.
**Procedures**

*Surplus Property - Rate Reimbursed Equipment*

**Responsibility:** Responsible Manager

**Actions**

1. Determine if equipment is not working, is no longer needed, or is available for trade-in.

**Responsibility:** Region/District Equipment Coordinator

2. Transfer the equipment and completed Transfer of Material and Equipment Form (R-20) to Equipment Operations Manager.

**Responsibility:** Equipment Operations Manager

3. Receive R-20 and equipment and determine if equipment is usable in another department location.

4. If the equipment is not usable or needed in the department, complete Surplus Property Form (SP-1) and send to State Surplus Property.

5. Send a copy of the SP-1 to the department Fixed Asset Accountant.


**Responsibility:** State Surplus Property


**Responsibility:** Equipment Operations Manager

Responsibility: Fixed Asset Accountant

9. Receive SP-1 from equipment operations. Complete the procedures for fixed asset disposition outlined in FIAACCT 18-03.00.