

CROSSWALK TO NEW SPA DISPOSAL CODE CHANGES

Please Note: This is not a complete list of all disposal methods. These are the only disposal methods that directly involve the Texas Facilities Commission. For a complete list please visit <https://fmx.cpa.texas.gov/fmx/changes/spa/60149.php> .

Disposal Method	Type	Description
02	SG/SD	<p>Pending Transfer – A property transfer initiated by the sending agency or the TFC Surplus Process that has not yet been accepted by the receiving agency.</p> <p><i>TFC Process - TFC does not need to approve inter-agency (state) transfers, however, if the asset is in the advertise surplus process, the disposing agency will need to contact TFC to unlock the record in SPA. Please keep in mind that advertised property is available for a limited amount of time. Requests for property must be received within the 10-business day posting period to take advantage of this method.</i></p>
03	HD	<p>Dismantled for Parts, Salvage with No Value (trash), or Items Damaged Beyond Repair - Property that has been dismantled for parts or is so damaged that it has absolutely no value and cannot be recycled or sold for scrap. This property is usually discarded as trash.</p> <p>This does NOT include recyclables (including electronics), modular furniture, or scrap metal.</p> <p><i>TFC Process – Please contact TFC for questions prior to selecting this disposal method as this method should rarely be used. Dismantled, Salvaged, or damaged items with potential value must be advertised under DM 05 to complete the disposal process per statute.</i></p>
04	HD	<p>Surplus/Exempt Entities – Property of a state entity that exceeds the state agency’s needs, is not required for the foreseeable future, has additional useful life and has been designated by the agency as surplus.</p> <p>Note: This disposal method is used by state entities exempt by law from the TFC surplus process.</p>
05	SG/SD	<p>Surplus/TFC Process – Property of a state entity that exceeds the state agency's needs, is not required for the foreseeable future, has additional useful life or salvage value (including recyclables) and has been designated by the agency as surplus.</p> <p>Note: This disposal method is used by state entities required to use the TFC surplus process.</p> <p><i>TFC Process – When an agency submits property as DM 05, the Comptroller sends the data to TFC in a file that evening. The next morning TFC will display on the Advertisement webpage all property having advertised date equal to that day or 10 Business Days prior.</i></p> <p><i>The deadline for submitting property is 6:00 p.m. Agency property managers may enter data and dispose of property continuously by policy, however, TFC will only guarantee that property submitted by the deadline will be advertised the next day.</i></p>
5R	SG-TFC/SD	<p>Surplus/Rejected by TFC – Property has been rejected by TFC for advertisement on the Advertise Surplus Property website. Reasons for rejection include, but are not limited to, incorrect VIN or incomplete asset information.</p> <p>Also used for property that has been advertised (<i>by the owning agency</i>) as surplus in error.</p> <p><i>TFC Process - Items requiring additional information will be rejected by TFC and sent back to the agency as a DM 5R. Assets rejected will be required to start the process over again.</i></p>

5C	SG – TFC/SD	<p>Surplus/Pending Agency Disposal – Property has completed the TFC advertisement and is now ready for final agency disposal with one of the following methods:</p> <p>DM 08 – Surplus property donated or sold to a political subdivision DM 09 – Surplus property donated or sold to an assistance organization DM 15 – Surplus data processing equipment that must be sent to the TDCJ Computer Recovery Program.</p> <p><i>TFC Process - For transferred items, Agency PMs must submit a Certificate of Acquisition form to TFC so that transfers may be verified and properly documented in TFC databases. TFC will not code property as DM 5C until this form has been verified by TFC. Agency will be required to manually input the proceeds amount into SPA for DM 08 and DM 09, not TFC. Agency selecting DM 15 will need to submit the required TDCJ documents to TDCJ prior to selecting this disposal method.</i></p> <p><i>For more information on the TDCJ Computer Recovery Program please visit http://www.tci.tdcj.texas.gov/services/computer.aspx</i></p> <p><i>Note: TFC must approve the price for all transfers to political subdivision and assistant organizations. Please keep in mind that property is available for a limited amount of time. Requests for property must be received within the 10-business day posting period to take advantage of this method.</i></p>
06	SG/SD	<p>Surplus/Advertised by TFC – Property currently in the TFC Surplus Process. Property will remain in DM 06 until TFC notifies the Comptroller’s office that the asset has been transferred to another state entity, donated or sold to an assistance organization or political subdivision, sold to the public, has been accepted into the TFC surplus inventory or must be sent to the TDCJ computer recovery program.</p> <p>Note: Property in this disposal method can only be updated by TFC. If the asset was entered as surplus property in error or needs to be updated, contact TFC to request the property be released with a DM 5R.</p> <p><i>TFC Process - TFC will notify, by email, Agency PM once a capitalized asset has sold (as we do now) and which disposal method was elected (DM 33 or 34). At least once per month, TFC will update disposal methods for all non-capitalized assets disposed of via TFC.</i></p>
33	SG-TFC/HD	<p>TFC Surplus Process Sale – Property that was sold or auctioned to the public through the TFC Surplus Process.</p> <p><i>TFC Process - TFC will notify Agency PM once a non-capitalized and capitalized asset has sold and which disposal method was elected (DM 33 or 34). TFC will code, release and report all agency assets and their allocated proceeds within SPA directly to the Comptroller.</i></p> <p><i>Please Note: All non-capitalized assets disposed of directly with the State Surplus Store should be considered sold at the time of disposal. TFC will code, release and <u>report zero proceeds</u> for these assets once they have been received and inventoried by TFC.</i></p> <p><i>State agencies who submit and administer their own auctions from location <u>will</u> receive proceeds for non-capitalized and capitalized asset sales. Non-capitalized assets sold via auction <u>must</u> have a property number assigned to them at the time the auction request is submitted with TFC; non-capitalized assets submitted without a property number <u>will not</u> receive proceeds from the sale.</i></p>
34	SG – TFC/HD	<p>TFC Donation – Property that is donated by TFC during the TFC surplus process.</p>

<p>35</p>	<p>HD</p>	<p>TFC Authorized Sale or Donation – property that is sold or donated with authorization from TFC.</p> <p>Note: Agencies must contact TFC for authorization before using this disposal method.</p> <p><i>TFC Process – Agencies <u>must</u> complete Donation in Lieu of Abandonment form and return it TFC, unless TFC has authorized a delegated sale. This <u>must</u> take place prior to selecting this disposal method.</i></p>
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