TFC USE ONLY	
Transfer No.	
Assigned to	
Items & Quantity Not Yet Verified	

BILL OF LADING

TEXAS FACILITIES COMMISSION
STATE SURPLUS PROPERTY PROGRAM

I. **ALL** assets **MUST** have completed required 10-day SPA surplus advertisement period prior to submission to TFC.
II. Form should be accurate and complete before submitting to storefront.surplus@tfc.texas.gov.
III. TFC will schedule a time for your agency to deliver property to the State Surplus Store, 6506 Bolm Rd, Austin, TX 78721. Pickups are only offered in certain situations for agencies in the Austin area without resources to transport property.
IV. Property is considered immediately available for sale, transfer, or disposal after it is turned over to TFC. Requests to withhold property from sale or transfer will NOT be accepted.
V. **CAPITALIZED ASSETS or SPA Support:** Capitalized assets will require their own BOL and must be palletized separately from non-capitalized assets. ***The Comptroller of Public Accounts establishes the capitalization (or AFR) threshold for state assets. For many assets, the threshold is an original value of $5,000 or more. Please check with your property manager if you are unsure. For SPA related questions please find your agencies designated CPA Contact here.***
VI. **IMPORTANT NOTE ABOUT VEHICLES**: Prior to submission, agencies are required to: (1) ensure vehicle title is in agency's name, (2) remove any agency emblems or seals, license plates, or toll tags, and (3) remove any equipment and/or insignia that could mislead a reasonable person to believe that the vehicle is a law enforcement motor vehicle, including police light, siren, amber warning light, spotlight, grill light, antenna, emblem, outline of an emblem or seal, or emergency equipment. TFC reserves the right to reject vehicles that do not meet these standards. The owning agency is responsible for completion of the transfer of title to the end buyer AND informing TFC of any issues with the title. If the title is not clean, is missing, or is a non-traditional title (such as salvage), then that must be clearly indicated below.

Agency Name		**Agency #**	
Contact Name		**Property Location**	
E-mail		**Phone**	
Date Submitted		**Requested Delivery Date**	

Quantity	Description	Capitalized? * (Y/N)	SPA Property #

TO BE COMPLETED AT TIME OF DELIVERY OR PICKUP			
By signing below, I certify that all agency records have been removed and handled in compliance with state records management policies and that the above information is true and correct to the best of my knowledge. Item(s)/quantity pending verification by TFC:			
Transferring Agency:	*Agency Representative*	*Signature*	*Date*
Receiving Agency: **(Items & Quantity Not Yet Verified)**	*Agency Representative*	*Signature*	*Date*