



BILL OF LADING
TEXAS FACILITIES COMMISSION
STATE SURPLUS PROPERTY PROGRAM

INSTRUCTIONS:

1. Submit form to storefront.surplus@tfc.texas.gov. Ensure form is completed thoroughly and accurately.
2. Assets MUST have completed required 10-day SPA surplus advertisement period prior to submission to TFC.
3. TFC will schedule a time for your agency to deliver property to the State Surplus Store, 6506 Bolm Rd, Austin, TX 78721. Pickups only offered in certain situations for agencies in Austin area without resources to transport property.
4. 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.
5. **CAPITALIZED ASSETS:** Capitalized assets will require their own BOL and must be palletized separately from non-capitalized assets.
6. **IMPORTANT NOTE ABOUT VEHICLES:** Prior to submission, agencies are required to: (1) ensure vehicle title is in agency's name, and (2) remove any agency emblems or seals, 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. You are also responsible for 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		Title	
E-mail		Phone	
Property Location			
Date Submitted		Requested Delivery Date	

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

**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.*

TO BE COMPLETD AT TIME OF DELIVERY OR PICKUP			
<i>By signing below, I certify that the above information is true and correct to the best of my knowledge. Item(s)/quantity pending verification by TFC:</i>			
Transferring Agency:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Received at TFC by:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

FOR TFC USE ONLY			
Item(s) & Quantity Verified By:			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>