



## **Disposal Fees for Non-Utilized Assets Standard**

### **Introduction**

This standard is issued in accordance with OAC 260:105-5-3, Subsection 4, which states:

“Cost of Disposal. If State Surplus incurs a cost to dispose of surplus property, the agency shall be charged a disposal fee.”

### **Purpose**

This standard establishes guidelines for charging a disposal fee when a surplus property agent incurs costs for the disposal of state assets that cannot be reutilized or repurposed.

The standard applies to all state agencies transferring surplus property to a surplus property agent for disposal.

### **Standard**

Any surplus property that cannot be reutilized or repurposed due to its condition will incur a disposal fee of \$5.00 per piece.

### **Procedure**

1. Agencies must complete and submit a surplus property form listing all items for disposal.
2. The surplus property agent evaluates items to determine if they can be reutilized, repurposed or require disposal.
3. For items deemed non-utilizable, the \$5.00 per piece disposal fee is applied.
4. Fees are billed directly to the agency at the time of disposal.
5. Agencies are responsible for timely payment of all invoiced disposal fees.

### **Exceptions**

- Items transferred for recycling under approved state recycling programs may be exempt.
- Any exception to this fee must be approved in writing by the surplus property agent director.

### **Compliance**

This standard shall take effect upon publication and is made pursuant to Title 61 of the Oklahoma Statutes. OMES may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

### **Rationale**

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

**Revision history**

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 12/01/2025	<b>Review cycle:</b> Annual
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<b>Approved by:</b> Monte Kaul, Interim Capital Assets Management Administrator	