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HRA Policy Bulletin #2022-009

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DISTRIBUTION: ALL STAFF

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## **RELINQUISHMENT OF FURNITURE AND EQUIPMENT**

(This procedure obsoletes P-95-09)

### **■ I. INTRODUCTION**

This procedure provides detailed instructions for the relinquishment of furniture and equipment by locations within the Human Resources Administration (HRA) portfolio of property, and outlines the requisite actions to be taken by staff of General Support Services (GSS) and the Department of Social Services Accountability Office (DSS-AO).

### **■ II. FORMS USED**

**W-722** – Credit Memorandum (Instructions under Section V)

**DSS-30** – Disposal Verification Form (Instructions under Section VI)

### **■ III. DEFINITIONS**

For the purposes of this procedure, the following definitions of terms shall be applied:

1. Equipment: including, but not limited to:
  - commercial and household kitchen appliances.
  - safes.
  - fax machines.
  - time stamp machines.
  - typewriters.
  - time clocks.
2. Property: furniture and equipment.
3. Relinquishment: property that is either:
  - auctioned off and transferred to a buyer, or
  - obsolete or not economically repairable.
4. Salvage: property that is to be destroyed.

5. Serviceable: property that is in good, usable condition, which can be transferred to an alternate location or absorbed into inventory.
6. Surplus: property that is removed from the releasing location's inventory to the Agency's warehouse.

#### ■ IV. PROCEDURE

Whenever property is to be removed from a location, GSS staff will assess the existing location's request, and determine whether the property is serviceable or obsolete/not economically repairable.

- A. If GSS Division of Property Management (DPM) staff determines that the property **is serviceable**, its future location will be determined by the following hierarchy of need:

- (a) Onsite Program Location

If the property can be reused at the existing location, it must first be evaluated for:

- its appropriateness of use at the anticipated onsite location;
- whether the anticipated onsite location can accommodate it; and
- whether a move contract should be initiated.

If the anticipated onsite location is deemed appropriate, GSS Building Management Services (BMS) staff will arrange for a contracted moving company to move the property to the new onsite location. BMS will coordinate with Program staff to empty all property of its contents prior to its relocation.

- (b) Transfer

If the property is transferable, it must first be evaluated for:

- the appropriateness of use at the anticipated Alternate Program Location;
- whether an anticipated Alternate Program Location can accommodate it; and
- whether a move contract should be initiated.

- i. If an Alternate Program Location **is** identified:
        1. BMS staff will coordinate with Program staff to empty all property of its contents prior to its relocation
        2. BMS staff will complete a **Credit Memorandum (W-722)**, and forward to DPM, or

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- DPM will complete the **W-722**, which should describe each item/group of identical items, and the quantity of each item. If possible, serial numbers should be recorded for each item.
3. GSS staff will arrange for a contracted moving company to move the property to the Alternate Program Location identified.
  4. DPM staff will use the **W-722** to track the items from their current location to the Alternate Program Location identified.
    - (a) On the day of the delivery to the Alternate Program Location, GSS staff at the receiving location will:
      - (i) Compare the itemized list on the **W-722** against the material being delivered.
      - (ii) Sign the **W-722** if all items are accounted for. The Releasing Location Contact Name and Receiving Location Contact Name listed on the **W-722** should not be the same person.
      - (iii) Contact DPM if there is a discrepancy.
- ii. If an Alternate Program Location **is not** identified, the property will be Returned to Stock at the HRA Warehouse. GSS staff will:
1. Coordinate with Program staff to empty all property of its contents prior to its relocation.
  2. Complete a **W-722**, and forward it to DPM, or DPM will complete the **W-722**, which should describe each item/group of identical items to be moved, and the quantity of each item. If possible, serial numbers should be recorded for each item.
    - (a) GSS staff will arrange for a contracted moving company to move the property to the HRA Warehouse.
  3. DPM staff will use the **W-722** to track the items from their current location to the HRA Warehouse.
    - (a) On the day of the move, GSS Warehouse or DPM staff at the HRA Warehouse will:
      - (i) Compare the itemized list on the **W-722** against the material being delivered.
      - (ii) Sign the **W-722** if all items are accounted for. The Releasing Location Contact Name and Receiving Location Contact Name

listed on the **W-722** should not be the same person.

(iii) Contact DPM if there is a discrepancy.

B. If GSS staff determines that the property **is no longer serviceable**, GSS staff will Salvage the property as follows:

(a) BMS staff will coordinate with Program staff to empty all property of its contents prior to relocation.

(b) GSS staff will follow the procedure outlined in the NYC Department of Citywide Administrative Services (DCAS) Office of Procurement, Policies and Procedures, Office of Surplus Activities (OSA) regarding salvage. GSS staff will provide DCAS OSA with photographs of the property, and request that they arrange that it be put up for auction.

i. If the property is related to a building relinquishment, or the volume of the property is excessive, it will remain onsite until DCAS issues a Destroy Order or an auction pick up occurs. If the property is being removed from a location, not being relinquished, and is a manageable amount, it will be sent to GSS' warehouse until DCAS issues a Destroy Order or an auction pick up occurs.

ii. If an individual or entity wins some item(s) in the auction, GSS will coordinate with the auction winner to arrange for pick-up of the item(s).

iii. If no individual or entity wins some item(s) in the auction, GSS will request DCAS issue a Destroy Order.

1. Once GSS receives a Destroy Order from DCAS, DPM staff will complete the **Disposal Verification Form (DSS- 30)**, and the property will be destroyed, using one of the following methods:

(a) DPM staff will arrange to have:

(i) the contracted disposal vendor to drive their compactor truck to the location, and

(ii) a contracted moving vendor remove the property from the location, and load it into the compactor truck, and

(iii) the disposal vendor to transport the destroyed property in their compactor truck to the waste facility.

(b) GSS staff will arrange to have:

(i) GSS/contracted moving vendor staff remove the property from the warehouse and load it into dumpsters, and

(ii) contracted moving vendor staff remove the property from the location, and transport it to the waste facility.

2. GSS Warehouse or DPM staff must track the property as it is loaded into the compactor truck or dumpster, and sign the **DSS- 30**, confirming that the property was destroyed onsite or removed by the contracted moving vendor and transported to the waste facility.

- C. At most once a quarter, staff of the DSS Accountability Office (DSS-AO) will conduct spot checks to ensure that this procedure is being adhered to.
- (a) If DSS-AO staff discovers that this procedure is not being adhered to, they will notify GSS, and develop a Corrective Action Plan (CAP), if necessary.
- D. GSS will maintain copies of all **W-722**, **DSS-30**, and DCAS Destroy Orders for the purposes of tracking compliance.

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## ■ V. INSTRUCTIONS FOR COMPLETING THE W-722 - CREDIT MEMORANDUM

The **W-722 Credit Memorandum** is used to list any item(s) to be transported between locations. The **W-722** must be filled out completely. The form must describe each item (or group of identical items) to be moved, and the quantity of each item. If possible, serial numbers should be recorded for each item.

The following is a description of elements contained in the **W-722**.

<u>Element</u>	<u>Description</u>
Date Prepared	Indicate the date the form is prepared.
Date Needed By	Indicate the date property must be moved.
Delivery Time	Indicate the time frame of when the delivery should occur.
Comments/Special Instructions	Provide any specific instructions pertinent to the delivery of the goods.
Releasing Location	Indicate the Program/Location name, address, contact name, telephone number, and floor/room number. The Releasing Location Contact Name and the Receiving Location Contact Name should not be the same person.
Receiving Location	Indicate the Program/Location name, address, contact name, telephone number, and floor/room number. The Releasing Location Contact Name and the Receiving Location Contact Name should not be the same person.
Materials To Be Moved	Specify Type (New/Used) or Capital from the drop-down menu.
Description	Describe the items to be moved, one item per line.
Quantity	Indicate the quantity of each item.
Serial Number/Commodity Code Number (CC#)	Include the serial number, if available. Include the CC# that identifies a specific commodity, if available.
Reason	Using the drop-down menu, indicate if the items described that are to be transferred, returned to stock, relinquished, or salvaged.
Requested By	Include the signature of the person requesting the property to be moved.
Approved By	Include the signature of the Administrative Officer, Office Manager, or designee who is approving the movement of the property.
Received By/Date	Include the signature of the person receiving the property, and the date the property is received.
Warehouse Registration Number	The number is issued by the HRA Warehouse for tracking purposes on goods via the <b>W-722</b> .

## ■ VI. INSTRUCTIONS FOR COMPLETING THE DSS-30 – DISPOSAL VERIFICATION FORM

The **DSS-30 Disposal Verification Form** is used to verify any item(s) that are to be destroyed and disposed of. The **DSS-30** must be filled out completely. The form must describe each item (or group of identical items) to be destroyed and disposed of, and the quantity of each item.

The following is a description of elements contained in the **DSS-30**.

<u>Element</u>	<u>Description</u>
Releasing Location	Indicate the address, contact name, and telephone number of the releasing location.
Disposal Method	Indicate whether a compactor truck or dumpster is being used for the destruction of the property.
Disposal Date	Indicate the date of the disposal of the property.
Notes	Provide any specific instructions pertinent to the disposal of the property.
Description	Describe the items being destroyed, one item per line.
Quantity	Indicate the quantity of each item.
Attestation	Provide the name of the witness(es) overseeing the destruction and disposal of the property, as well as their signature(s) and the date.

*Effective Immediately*

Attachments: [DSS-30](#) Disposal Verification Form  
[W-722](#) Credit Memorandum





Comments/Special Instructions:



**CREDIT MEMORANDUM**  
(For Return or Transfer of Supplies and/or Equipment)

Date Prepared:

Date Needed By:

Delivery Time:

	<u>RELEASING LOCATION</u>	<u>RECEIVING LOCATION</u>
PROGRAM/LOCATION NAME:		
ADDRESS:		
CONTACT NAME:		
TELEPHONE:		
FLOOR:		
ROOM:		

SAMPLE

MATERIALS TO BE MOVED

TYPE	DESCRIPTION	QUANTITY	SERIAL/CC #	REASON

REQUESTED BY	APPROVED BY	RECEIVED DATE	WAREHOUSE REG #