



State of Arizona Accounting Manual

Topic 25 Long-lived Resources
Section 61 Disposals of Fixed Assets

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INTRODUCTION

An element of an agency's responsibility in discharging its fiduciary duty to safeguard fixed assets, including capital assets, stewardship resources and IT resources. That responsibility extends to the proper disposal of fixed assets, as outlined below.

This section of SAAM deals with the disposal of long-lived resources in the normal course of business. SAAM 2560 addresses the proper handling of lost, stolen or destroyed long-lived resources.

POLICY & PROCEDURES

1. Except as otherwise provided by law, the SPMO is responsible for the disposal of all excess and surplus property, including capital assets, IT resources and stewardship resources, as set forth in A.A.C. R2-15-303.
2. Detailed procedures for the disposal of excess and surplus property are contained in the SPRM at <https://doa.az.gov/state-surplus-property-reference-manual>.
3. As prescribed by the SPMO, agencies are to prepare an online Surplus Property Removal Request using SPMO's online Quickbase tool which can be found at <https://azsurplus.quickbase.com/db/bp5225i9k?a=nw> and submit the Request to the SPMO. Agencies should use separate Requests to report the disposal of capital assets and stewardship resources. In the case of capital assets, the GAO will approve the disposal; in the case of stewardship resources, the GAO will merely acknowledge the disposal.
 - 3.1. Additional information is available from the SPMO at <https://doa.az.gov/surplus-property> or by calling 602.542.5701.
4. The fixed asset may be removed from AFIS after receiving an approved Surplus Property Removal Request but should be removed no later than ten (10) business days after receiving approval from the SPMO of the fixed asset's disposal.
 - 4.1. Record the approved SPMO Surplus Property Removal Request Number using the FY-#### format in the Disposition Authority field of the FD document in AFIS and attach a copy of the approved and completed Surplus Property Removal Request in the FD document in AFIS.
5. Certain types of situations in which a fixed asset no longer remains in the possession of the State do not require the Surplus Property Removal Request; such

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situations include, but may not be limited to: the abandonment of leasehold improvements or capitalized improvements to State owned property which is sold by the State.

6. Detailed instructions for removing an asset from AFIS can be found in the *Assets Management Training Guide*. Also see the Asset Management Quick Reference Guide: *Disposing of a Fixed Asset – Lost, Stolen, or Destroyed*.
7. Questions concerning the disposal and reporting of capital assets and stewardship resources should be directed to the GAO at acfr@azdoa.gov. Questions about GAO approvals for disposals or the processing of FD documents in AFIS should be directed to gaointernalaudit@azdoa.gov.