SURPLUS PROPERTY LIAISON DESIGNATION

OFFICE OF MANAGEMENT AND BUDGET
CSD/ND STATE SURPLUS PROPERTY
SFN 59340 (9-2013)

Mail To: State Surplus Property
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Bismarck ND 58505
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The Office of Management and Budget (OMB), State Surplus Property Office, requests each agency and institution designate a person to be responsible for the surplus property functions of the organization. For the purposes of State Surplus Property, this person will be referred to as the agency's Surplus Property Liaison. Agencies may have more than one State Surplus Property Liaison. Agencies can assign Liaisons at the agency or division/section level.

Agency Name	Division/Section	Agency Number

As head of the above-mentioned agency, I designate the following person to be the Surplus Property Liaison for our agency.

Name	Telephone Number	Fax Number	E-mail Address

Director's Signature	Date

The Surplus Property Liaison's responsibilities will be:

1. Primary contact person for communication with OMB - State Surplus Property.
2. Receive and distribute notices from OMB - State Surplus Property within their agency.
3. Manage surplus property disposal, including approval of disposal transfers created by authorized staff, and property acquisition within their agency.
4. Adopt internal procedures and policies in accordance with N.D.C.C. sections 54-44-04.5 and 54-44-04.6.
5. Monitor agency compliance with the state surplus laws and procedures.

By signing this application, I certify that I am aware of and will accept the responsibilities that are required of this appointment.

Surplus Property Liaison's Signature	Date