



LIAISON/APPROVER AND USER DESIGNATION

OFFICE OF MANAGEMENT AND BUDGET (OMB)

STATE SURPLUS PROPERTY

SFN 61230 (05-2017)

Name of Organization		Date	
Mailing Address	City	State	ZIP Code
Name of Administrative Official (type or print)	Telephone Number	Fax Number	
Signature	Title		

The representatives below are designated to have access to the ND Surplus Property online system, AssetWorks, in addition to responsibilities related to each role.

Liaison/Approver:

- Primary contact person to receive and distribute communication to their agency from ND Surplus Property.
- Manage surplus disposal, including approval of disposal transfers created in AssetWorks by authorized staff.
- Monitors agency compliance with the N.D.C.C. sections 54-44-04.5 and 54-44-04.6 and state surplus procedures.

User:

- Creates disposal transfers in AssetWorks, to be reviewed by the agency Liaison/Approver.
- Ensures items to be transferred are prepared for surplus, as per the ND Surplus Property Manual directions.
- Responsible for arranging the physical transport of surplus property items or will be the onsite sales contract.

Name	Role*	Title	Email Address

*Permission Roles: Liaison/Approver = A, User = U, Remove access = R

Submit completed form to:

ND Surplus Property
600 E Blvd, Dept 15
Bismarck, ND 58505-0608
Fax: (701) 328-9669
Email: surplus@nd.gov

For Surplus Property Office Use Only

Invite Sent	Active Directory Received	IT to Set Up	Completed
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