



Sale Reimbursement Policy

I. PURPOSE:

The purpose of this policy is to establish a consistent and transparent process for reimbursing state agencies for proceeds generated from the sale or disposal of surplus property through the West Virginia State Agency for Surplus Property (WVSASP). This policy ensures compliance with applicable state requirements and promotes fairness and accountability in the distribution of sale proceeds.

II. POLICY:

WVSASP reimburses state agencies for eligible proceeds resulting from the sale of surplus property in accordance with defined categories, including general sales, sales via GovDeals or sealed bids, and scrap sales. Reimbursements are based on the final sales price of the item and the type of item, with specific percentage allocations and fee responsibilities outlined below. All reimbursements must follow the procedures set forth in this policy to ensure proper documentation and fund transfer.

A. Reimbursement Calculation: The West Virginia State Agency for Surplus Property (WVSASP) reimburses state agencies for items sold, in accordance with the categories listed below.

- 1. General Sale** - WVSASP reimburses the retiring agency 55% of sale proceeds for all items that sell for \$250 or more.
 - a) WVSASP keeps a maximum of \$5,000 per item sold for all items other than passenger vehicles.
 - b) For passenger vehicles, WVSASP keeps 45% of sale proceeds regardless of dollar amount.
- 2. GovDeals or Sealed Bid Sale** - WVSASP reimburses the retiring agency 55% of sale proceeds for all items that sell for \$250 or more when items are sold through the online auction site, GovDeals, or via sealed bid. For items other than passenger vehicles, WVSASP keeps a maximum of \$5,000 per item sold. The buyer pays the auction site fees in all cases.

For Example:

Example	Sale Proceeds	Surplus Retains	Percent Retained
1	\$1,500	\$675	45%

Example	Sale Proceeds	Surplus Retains	Percent Retained
2	\$5,000	\$2,250	45%
3	\$10,000	\$4,500	45%
4	\$50,000	\$5,000	10%
5	\$100,000	\$5,000	5%
6	\$200,000	\$5,000	2.5%

3. **Scrap** - When items are approved by WVSASP to be sold as scrap, \$50 of the scrap check is retained by WVSASP, and any additional amount exceeding \$50 is reimbursed to the agency. It is the retiring agency's responsibility to notify WVSASP of the retirement identification numbers that correspond to scrap payments.

For Example:

Example	Scrap Proceeds	Surplus Retains	Percent Retained
1	\$400	\$50	25%
2	\$500	\$50	10%
3	\$1,000	\$50	5%
4	\$2,000	\$50	2.5%

- B. Reimbursement Procedures:** WVSASP and the agency must follow the procedures outlined below to facilitate reimbursement for items sold through WVSASP.

1. Item Retired Through wvOASIS

No additional steps are required to be taken by the agency upon sale of an item if the item was retired through wvOASIS.

2. Item Retired Using the Surplus Property Retirement Form (WV-103)

To obtain reimbursement for the sale of any item retired utilizing the *Surplus Property Retirement Form* (WV-103), the following procedures are required:

- a) **Notice of Sale Letter** – The WVSASP will send the agency a notice that an item has sold and the amount that can be reimbursed based on the calculations listed above.

b) **Agency Invoice** – Once notified of a sale and reimbursement amount, the agency must submit an invoice to WVSASP that includes:

- (1) The asset for which reimbursement is being sought;
- (2) The amount of reimbursement for which the agency is eligible; and
- (3) Proof of the account from which the original purchase was made. The WVSASP is required by law to reimburse the original purchase account. If the original purchase account no longer exists, an affirmative statement to that effect, along with an alternate account for reimbursement, is required.

Invoices must be submitted to the WVSASP within one year of the date of the Notice of Sale letter informing the retiring agency of the sale.

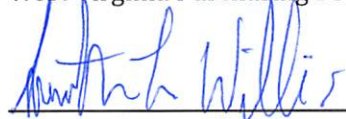
c) **Reimbursement:** Upon receiving an appropriate invoice, the WVSASP will facilitate an intergovernmental transfer to the appropriate agency account.

III. **EFFECTIVE DATE:** This policy became effective October 10, 2022, and the latest revision was issued on November 12, 2025. The Director of the Purchasing Division may revoke this policy at any time.

IV. **POLICY NUMBER: SUR-22-001**

Approved and issued by:

Samantha Willis, Director/General Counsel
West Virginia Purchasing Division



Appropriate Authority

11/12/25
Date