



Department of Shared Administrative Services

Arkansas State Surplus (Marketing and Redistribution)

M&R Policy No. 4

Rev. Date: March 25, 2025
Date: March 1, 2017

Subject: Fee-based Funding Model

The Arkansas Marketing and Redistribution (M&R) Division operates under a fee-based funding model, with no appropriations from the General Assembly. The following service fee schedule is effective as of July 1, 2025:

BASE FEES:

Service Fee:

- 40% of gross sales proceeds for any item sold by Marketing and Redistribution, except for:
 - 40% from the sale of agency surplus computer and electronic equipment when sold at the agency's location (Arkansas Code Annotated § 25-34-108).
 - 50% from the sale of agency surplus computer equipment and electronic equipment when sold by M&R (Arkansas Code Annotated § 25-34-108).
- Cathode Ray Tube (CRT) Disposal Fee: Actual cost of disposal if the item does not sell.

TRANSPORTATION FEES:

Delivery Fee:

- \$29.00 per person, per hour. Time begins when personnel leave Marketing and Redistribution and continue until they return.
- A truck usage fee of \$55.00, plus actual miles traveled, charged at the current State reimbursement rate.

Property Pick-up Fee:

- \$29.00 per person, per hour. Time charges begin when personnel leave Marketing and Redistribution and continue until they return.
- A truck usage fee of \$55.00, plus, actual miles traveled, charged at the current State reimbursement rate.
- \$200.00 fee for a "no show," upon scheduled pick-up.

PROCESSING FEES:

1. File Research Fee: \$15.00 per hour.
2. Auction Fee: Actual auctioneer fee plus the actual advertisement cost when placed in the Sunday Democrat/Gazette paper, Auction Block section. This fee will be deducted from auction proceeds.
3. Certificate of Property Disposal Fee (CPD): This fee will be calculated as \$6.00 per CPD plus \$1.00 per line item.
4. Donation Request Fee: A flat fee of \$15.00 for each donation request.
5. Duplicate Vehicle Title or Key Fee: Actual cost of title or key plus a \$20.00 processing fee.
6. Sale of Houses: A flat rate of \$500 will be charged for the sale of a house or 25% of gross proceeds, whichever is less.
7. Sale of Timber: A flat rate of \$100 will be charged for the sale of timber if all aspects of the project is handled by the agency and the responsibility of M&R is limited to

processing a Certificate of Property Disposal and depositing/transferring monies via the Letter of Transmittal OR 10% of the gross sale proceeds if M&R conducts the entire process.

8. Total Loss Insurance Claim Fee: A flat rate of \$200 will be charged for the handling of a total loss insurance claim.