



## Department of Shared Administrative Services Arkansas State Surplus (Marketing and Redistribution)

M&R Policy No. 8

Rev. Date: March 10, 2025  
Date: November 9, 2017

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SUBJECT: Surplus Transfer Form

Arkansas State Agencies must use the Surplus Transfer Form (STF) within the AssetWorks management system to document all items being transferred to Marketing and Redistribution (M&R). The STF serves as the official record for removing assets from an agency's inventory after M&R confirms receipt.

Procedure:

- 1) **Complete the STF:** All assets must be individually listed on the STF. Attachments are not acceptable substitutes and will delay processing.
- 2) **Separate STFs:** Each requested pickup requires a separate STF to be processed through AssetWorks before M&R can accept additional items.
- 3) **Additional Items:** Additional items cannot be added to a previously scheduled pickup without completing separate STFs. Contact M&R in advance to request and confirm any additions. M&R will make every effort to accommodate requests.
- 4) **Delivery:** When delivering items to M&R, include the first and last name of the agency personnel making the delivery in the "comments" section of the AssetWorks Receiving Screen when completing the STF.

For any questions or to request additional item pickups, please contact M&R directly.