

To: All State Agencies  
From: Tom Hornsby, CPM  
Surplus Property Manager  
Date: March 30, 2009  
Re: New Screening/Pick Up Procedure for Surplus Property

In an effort to constantly improve our service to all state agencies and accomplish our mission to improve how we service the agencies we work for, I am happy to announce our new regional pick up schedule for state agencies. We have taken the state and divided it into four regions that are somewhat equal in size and manageable. Region One is the Columbia Metro region and outlying areas. Region Two is Anderson, Spartanburg, and Greenville. Region Three is Charleston and the surrounding counties. Region Four includes Florence, Rock Hill, Lancaster, and Myrtle Beach.

Surplus property will start this screening and pick up by region on April 6, 2009. We will begin in Region One, the Columbia Metro region. We will be screening in this area for one week and then moving on to Region Four for screening. In the second week the truck drivers will schedule the pickups for Region One. Essentially we will screen one week and pick up the next week, giving the agencies only one week from screening until pickup and cutting the time property waits to be picked up down to one week. We will be screening/picking up in this order: Region One, Region Four, Region Two and finally Region Three.

To help the agencies with planning, we will post this information on our website as well as furnish it to each agency. Hopefully, this will make the process of screening and disposal of surplus property more efficient and controllable for the agencies that we work for.

If you should have any questions concerning this new procedure, please contact the appropriate person listed below:

Screening	Glenda Oswald	(State Screener)	896-6568
Pick Up	Mike Marsh	(Logistics)	896-6351

If you should have any questions about specific property needs, feel free to contact Pete McGhee, State Warehouse Manager at 896-6883 or myself, Tom Hornsby, Surplus Property Manager at 896-6880.

Sincerely,

Tom Hornsby, CPM  
Surplus Property Manager  
Division of General Services  
Department of Administration