

How to Complete a Direct Negotiated Sale (DNS)

Direct Negotiated Sales are used for redistribution from a state entity directly to an eligible local government or nonprofit. Price and conditions are established by the Surplus Property Division, which must approve the transaction, generate the invoice, and collect the funds.

Step 1: Create a Transaction Request

- Have the custodian entity enter the Transaction Request in AssetWorks, select DNS under the method, and provide the receiving entity contact information.
- Have the designated site manager of the custodian entity to approve the transaction

Step 2: Collect a Bill of Sale

- The Surplus Property Division will virtually receive the request, verify receiving entity's eligibility, and establish the negotiated service charge.
- The Surplus Property Division will collect the service charge and issue a bill of sale to you.

Step 3: Transfer Property

- Schedule an appointment to pick up items. Pickups are by appointment only.
- Present the bill of sale and the custodian entity will complete the physical transfer.

Step 4: Next Steps

- The custodian entity will remove assets from property inventory records.
- All state surplus property has restrictions on how the property is used and what documentation must be maintained. Property must only be used by the organization or entity approved in the request. Property must be placed into use within 12 months and used for 12 months.
- (More information on these restrictions can be found in the [Georgia Surplus Property Manual Section 10.6](#)).