



# STATE CONTROLLER'S BULLETIN

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## SUBJECT: New System for Property Officers – *Asset Works*

**DATE:** January 22, 2025

**TO:** All Departments and Agencies

**FROM:** Douglas E. Cotnoir, CPA, CIA State Controller

The Office of the State Controller (OSC) is issuing this bulletin to inform you of a new system project to better manage, control and track the disposition of assets through the Division of Central Services, Surplus Property.

### General Overview

To modernize the fixed assets workflow, the Division of Central Services, Surplus Property has entered into a Statement of Work (SOW) with Asset Works for a State Surplus Asset Management Solution to streamline, track, manage, and sell surplus assets, assist with reporting requirements and interface with the State's CGI Advantage financial system.

The process is highly manual today. This project will upgrade the surplus services process from paper documentation to digital software, fully digitalize the process in which State inventory is submitted to Surplus, approved, delivered, accounted for, inventoried, and disposed.

### Agency Responsibilities

The OSC is reminding all Departments and Agency Finance Officers of their responsibility to implement and maintain internal control systems in accordance with the standards and guidelines established by the State Controller, in accordance with Title 5 §1541 Subsection 10-A. One of those guidelines is to ensure that transactions and other significant events involving State agencies or departments may be authorized and executed only by personnel acting within the scope of their authority. Likewise, the State agency or department head is responsible for maintaining accountability for the custody and use of resources and shall assign qualified individuals for that purpose.

In accordance with the Statewide Administrative and Accounting Manual (SAAM) Chapter 30 – Fixed Assets, Section 30.10.40, “The department head must designate, in writing, one or more Property Officers who are responsible for maintaining and safeguarding their Departments’ Fixed Assets.”

### **Assistance Requested**

The Asset Works project team will soon issue a communication describing the project and how agency participation will be requested. To ensure that all agencies are appropriately informed and represented, it is important to identify “*Property Officers*” for all State agencies and departments.

Please communicate the person(s) responsible for and/or authorized to approve inventory/fixed asset management and disposition by emailing their name, title, email address, agency name and code to [Surplus@maine.gov](mailto:Surplus@maine.gov) using the Subject line: “AssetWorks Property Officers.”

The attached Property Officer Listing being used as a starting point for the AssetWorks project.

The current list of Fixed Asset Custodians, as listed in the Advantage financial system, can be found at <https://www.maine.gov/osc/accounting/fixed-assets>.