



Department of Transformation and Shared Services  
Governor Sarah Huckabee Sanders  
Secretary Leslie Fiskens

**Memorandum**

**To:** All State Agencies, Constitutional Offices, and Municipalities  
**From:** Courtney Traylor, Chief of Staff, Department of Transformation & Shared Services  
**Date:** February 11, 2025  
**Subject:** Update to Marketing & Redistribution Policy No. 9

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This memo serves to communicate an update to Marketing & Redistribution (M&R) Policy No. 9 to all entities eligible to submit surplus items to the Arkansas State Surplus Division of the Department of Transformation and Shared Services.

Since February 1, 2022, a \$20,000 per agency/business area fee per fiscal year has been applied to those entities that submit surplus items to M&R before a percentage of sales is allocated back to the submitting department.

**Effective July 1, 2025, the \$20,000 fee will be eliminated.** Agencies/business areas will no longer be subject to a \$20,000 fee per fiscal year. M&R will replace this fee with a more equitable fee structure, which will be communicated prior to July 1, 2025.

Please reach out to me or anyone at M&R if we can help or answer any questions for your department.