

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
NUMBER: <b>GSD-SFP-14</b>	TITLE: <b>Vehicle – Turn In Notification</b>	APPROVAL: <b>Amy Rice, Manager</b>
EFFECTIVE DATE: <b>September 13, 2006</b>	REVISED DATE: <b>March 1, 2015</b>	REFERENCES: <b>ORC 125.13 (C)</b>

**PURPOSE:**

To define the policy that establishes a minimum of three (3) days for state agencies to notify State Surplus about surplus vehicle (s) and the documentation required for processing.

**POLICY:**

State agencies are responsible for notifying the State Surplus Vehicle lot staff of the intent to salvage a vehicle at least three (3) business days prior to turning in vehicles, and only ten (10) vehicles per day per agency will be accepted. State Surplus may refuse a requested day when other agencies are already scheduled for the same day; Surplus staff will propose another day for delivery.

**PROCEDURES:**

In order to surplus vehicles agencies will need to notify State Surplus in writing (e.g. email, letter, etc.) of the intent to turn in vehicles, specify dates for delivery and the number of vehicles for delivery per day. To ensure prompt and adequate service, Surplus will accept ten (10) vehicles per day per agency, and requires notification at least three business days in advance.

All vehicles require a completed Vehicle Turn-In (ADM 3911/Revised 7/2008) document and an Ohio Certificate of Title. Any vehicle without the completed documentation will not be accepted and must be returned to the agency vehicle lot. State Surplus will not store agency vehicles.

Upon notification from the requestor, State Surplus will check availability by date, and the agency will be notified of the availability schedule. In the event, a large number of vehicles are scheduled for delivery on the specified date, the agency will be notified and asked to select a different date and time. State Surplus will work with the agency to determine an amicable date.

Wrecked vehicles that are presumed non-repairable and/or the damages exceed the vehicle value: Agencies should send pictures to Jeff Scanlan ([Jeff.Scanlan@das.ohio.gov](mailto:Jeff.Scanlan@das.ohio.gov)) **and** Larry McConnell ([Larry.Mcconnell@das.ohio.gov](mailto:Larry.Mcconnell@das.ohio.gov)) so determination can be made regarding whether or not the Fleet Manager must obtain an Ohio Certificate of Title for a Salvaged Vehicle. The ADM3911 form can be found at: <http://das.ohio.gov/Divisions/GeneralServices/Surplus.aspx>, State Surplus Information, Vehicle Turn-In Document.