

STATE & FEDERAL SURPLUS PROPERTY PROCEDURES		
NUMBER: GSD-SFP-02	EFFECTIVE DATE: May 8, 2006	APPROVAL: C. David Settlemire, Administrator
REVISED DATE: March 22, 2013	REFERENCES: Ohio Revised Code Section 125.13 (C)	

I. PURPOSE:

Delineate the responsibility and procedure for transferring surplus and excess property to the State Surplus Warehouse and Vehicle Lot.

II. POLICY:

It is the responsibility of the individual state agency to make arrangements to have surplus property delivered to the State Surplus Warehouse.

III PROCEDURES:

The agency should complete and sign a Surplus Property Turn-In Document ADM 3672 detailing the property being delivered to the warehouse and the condition. The form should be delivered with the excess property. When turning in a vehicle the agency should use form ADM 3911.

When completing the form the agency needs to give the full address and the contact person's name and phone number. They should also supply the funding information, property condition and quantity when available. The OAKS Asset Management retirement code is currently not required by State Surplus.

DAS Properties & Facilities will pick up small loads of property at the Rhodes and Riffe Towers.

Once the ADM 3672 is verified by the DAS staff, a signed copy will be returned to the agency for their records.