

STATE & FEDERAL SURPLUS PROPERTY PROCEDURES		
NUMBER: GSD-SFP-04	EFFECTIVE DATE: May 10, 2006	APPROVAL: C. David Settlemire, Administrator
REVISED DATE: March 22, 2013	REFERENCES: Ohio Revised Code Section 125.13	

I. PURPOSE:

Delineate the state agencies' responsibility for removal of any logo's, license plates, official state emblems or markings from surplus property being transferred to the control of DAS. This includes vehicles.

II. POLICY:

It is the responsibility of the state agency transferring property to DAS to insure any official state markings have been removed from property being turned over to State Surplus.

III PROCEDURES:

All decals from state vehicles must be removed prior to the vehicle being delivered to the State Surplus vehicle lot or being sold on site. DAS reserves the right to refuse any vehicles still showing State of Ohio markings from being placed on our lot or being sold locally.

The State of Ohio license plate also needs to be removed by a representative of the surplus agency and returned to that agency.

Likewise all badges and emblems need to be removed for miscellaneous property including hats, jackets, shirts, etc. DAS reserves the right to refuse any property that still has Ohio markings.