

<b>STATE &amp; FEDERAL SURPLUS PROPERTY PROCEDURES</b>		
NUMBER: <b>GSD-SFP-07</b>	EFFECTIVE DATE: <b>May 8, 2006</b>	APPROVAL: <b>C. David Settlemire, Administrator</b>
REVISED DATE: <b>March 22, 2013</b>	REFERENCES: <b>Ohio Revised Code Section 125.13</b>	

**I. PURPOSE:**

Delineate the policy of DAS State and Federal Surplus for selling State of Ohio excess and surplus property to schools and political sub-divisions.

**II. POLICY:**

Ohio Revised Code Section 125.13 (E) (1) (b) through (d) allows DAS State and Federal Surplus to sell surplus state property to:

State-supported or state-assisted institutions of higher education

Tax-supported agencies, municipal corporations, or other political subdivisions of this state, private fire companies, or private nonprofit emergency medical service organizations;

Non-public elementary and secondary schools chartered by the state board of education under section 3301.16 of the Revised Code;

**III PROCEDURES:**

These groups are required to complete and submit an “Application for Eligibility” to the State Surplus Office. This application not only documents the group, their purpose and budget, but also documents the responsible person and the individuals authorized to purchase for that organization.

State agencies and tax supported political subdivisions are issued “Debit Cards”. These cards are used to identify the person presenting the card as an authorized representative of the program. Agencies using these cards do not need a purchase order to make a purchase. State agencies need approval of Fleet Management to purchase vehicles.