

## STATE & FEDERAL SURPLUS PROPERTY PROCEDURES

NUMBER: <b>GSD-SFP-14</b>	EFFECTIVE DATE: <b>March 25, 2013</b>	APPROVAL: <b>Tammy Brown, Business Operations Administrator</b>
REVISED DATE: <b>March 19, 2013</b>	REFERENCES: <b>Ohio Revised Code Section 125.13 (C)</b>	

**I. PURPOSE:**

To ensure vehicles turned into the State Surplus Office has the proper supporting documentation for processing.

**II. POLICY:**

The individual state agency is responsible for contacting the State Surplus vehicle lot, three (3) working days prior to turning-in a vehicle.

DAS reserves the right to refuse a request to turn in a vehicle when another agency is already scheduled for the requested day, and DAS reserves the right to refuse the vehicles not on the schedule.

All vehicles being turned-in must be accompanied by a completed ADM 3911 (Rev 7/2008) Vehicle Turn-in Document and an Ohio Certificate of Title. Vehicles without the completed documentation will not be accepted.

When a vehicle has been wrecked and presumed to be repairable and/or damages exceed the vehicle value, send pictures to the following email addresses: [Jeff.Scanlan@das.state.oh.us](mailto:Jeff.Scanlan@das.state.oh.us) and [Larry.Mcconnell@das.state.oh.us](mailto:Larry.Mcconnell@das.state.oh.us), and a determination will be made regarding whether or not the fleet manager must obtain an Ohio Certificate of Title for a Salvage Vehicle. Agencies may also complete the form on-line at <http://das.ohio.gov/Divisions/GeneralServices/Surplus.aspx>, select Vehicle Turn-In Document.

**III. PROCEDURES:**

The state agency turning-in a vehicle must notify DAS State Surplus via email of their intent to turn in vehicles at: [Jeff.Scanlan@das.state.oh.us](mailto:Jeff.Scanlan@das.state.oh.us) and [Larry.Mcconnell@das.state.oh.us](mailto:Larry.Mcconnell@das.state.oh.us), telephone number: (614) 466-2670 or (614) 728-3112, and fax number: (614) 466-8578. Please call the office to confirm receipt of a fax. The requesting agency must include several days in which they would like to turn in vehicles, time(s), and the number of vehicles. DAS requires at least a three (3) day notification.

Upon review of the daily schedule the agency will be notified of the status of the individual request(s). The agency will be contacted and asked to select a different date and time when a large number of vehicles is already scheduled for the requested day.