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## State of Ohio Administrative Policy

### State and Federal Surplus Program

No:

Asset Management  
**AM-02**

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Issued By:



Robert Blair, Director

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#### 1.0 Purpose

Ohio Revised Code (R.C.) 125.13 directs state agencies to turn in ***excess*** or ***surplus supplies*** (supplies) to the Department of Administrative Services (DAS) for disposal. DAS either disposes of the supplies or authorizes the owning state agency to do so. The purpose of this policy is to define how the State and Federal Surplus Services (State Surplus) program works.

A glossary of terms found in this policy is located in Appendix A - Definitions. The first occurrence of a defined term is in ***bold italics***.

#### 2.0 Policy

2.1 **Program Membership**: R.C. 125.13 (E) (1) states, in part, that State Surplus may sell, lease, donate, or transfer supplies to the following (hereafter referred to as program members):

- 2.1.1 state agencies;
- 2.1.2 state-supported or state-assisted institutions of higher education;
- 2.1.3 tax-supported agencies, municipal corporations, or other political subdivisions of this state, private fire companies, or private non-profit emergency medical services organizations;
- 2.1.4 non-public elementary and secondary schools chartered by the state board of education under R.C. 3301.16; and
- 2.1.5 non-profit organizations that are both exempt from federal income taxation under 26 United States Code 501(a) and (c) (3) and that receive ***funds*** from the State or have a contract with the State.

In order to utilize the State Surplus program, those organizations seeking to become program members are required to complete and submit an "[Application for Eligibility](#)" to State Surplus. Applications for eligibility are only available to be filled out online. The approved application documents an organization's authorization to utilize the program, its purpose and budget, an accountable individual, and individuals authorized to purchase on behalf of the organization (i.e., authorized representatives).

2.2 **Hours of Operation:** Due to the monthly auction schedule and to ensure the supplies available for public auction are accessible, State Surplus has restricted days of operation where program members are not allowed to purchase supplies. This provides State Surplus with time to set up and advertise supplies available in the warehouse or vehicle lot for public auction. After auction, State Surplus has restricted hours of operation for receiving supplies from state agencies and designated time for public auction customers to remove supplies purchased.

2.2.1 Program members are restricted from purchasing supplies available in the warehouse and vehicles one week prior to, and one week after, warehouse and vehicle auctions, respectively.

2.2.2 The regular hours of operation for the warehouse and vehicle lot are 7:30 a.m. to 4:00 p.m. and for deliveries/pickup 8:00 a.m. to 3:30 p.m., Monday through Friday. State agencies are restricted from delivering supplies to either the warehouse or vehicle lot for one week prior to, and one week after, scheduled auction dates.

2.3 **Turn-in Documents:** Pursuant to R.C. 125.13 (B), when a state agency has supplies to turn in, it shall submit a Turn-In Document to State Surplus to begin the disposition process. Turn-In Documents are only available to be filled out online. Upon receipt of the Turn-In Document, State Surplus will review the requested disposal method and provide final guidance. The disposing agency shall not proceed with disposing of the supplies listed until **authorized** by State Surplus. Any disposals that take place before a Turn-In Document is submitted will not be **approved** by State Surplus.

Any Turn-In Documents or supplies submitted to State Surplus without the completed documentation will not be authorized. State agencies shall not submit a Turn-in Document more than 60 days in advance of the date that the supplies will be disposed of.

2.3.1 **Miscellaneous Supplies:** For miscellaneous supplies, state agencies shall complete a State Surplus [Miscellaneous Property Turn-In Document](#). State agencies should consider the following guidelines when preparing and submitting Miscellaneous Property Turn-In Documents:

- Turn-In Documents can be a valuable resource if a state agency is ever required to provide documentation showing supplies were properly disposed of. Provide as much detail as possible (e.g., list specific supplies with asset tag numbers or serial numbers, as opposed to listing many

supplies in one line with no individual asset tag numbers or serial numbers);

- Turn-In Documents with fewer supplies listed can be verified and approved faster than those containing many supplies. Minimize the number of supplies listed on a Turn-In Document to make the disposal process faster and reduce the likelihood of errors being made;
- For shipments containing multiple pallets or boxes, number the pallets or boxes and use the "Description" field on the Turn-In Document to indicate in which pallet or box number each supply is located.

2.3.2 **Vehicles:** For excess or surplus vehicles, state agencies shall complete a State Surplus [Vehicle Turn-In Document](#). A copy of an Ohio Certificate of Title (title) shall be attached to the Turn-In Document for each vehicle being turned in. The title shall be turned into State Surplus when the vehicle is turned in.

2.3.3 **Watercraft:** For excess or surplus watercraft, state agencies shall complete a State Surplus [Watercraft Turn-In Document](#). A copy of the title, manufacturer statement of origin, or title letter shall be attached to the Turn-In Document for each watercraft over 14 feet in length being turned in. A copy of the title or title letter shall be attached to the Turn-In Document for each motor with 10 or more horsepower being turned in. Titles and manufacturer statements of origin shall be turned into State Surplus when the watercraft or motor is turned in.

2.3.4 **Trailers:** For excess or surplus trailers, state agencies shall complete a State Surplus [Trailer Turn-In Document](#). A copy of the title letter shall be attached to the Turn-In Document if the trailer is 4,000 pounds or more. The title shall be turned into State Surplus when the trailer is turned in.

2.4 **State Agency Delivery:** Once the Turn-In Document has been authorized by State Surplus, state agencies are responsible for ensuring arrangements are made to have supplies delivered to State Surplus during the specified hours of operations as explained in section 2.2.2 of this policy. These arrangements should be made in writing (i.e., email) at least three business days prior to turning in the supplies, and document the specific delivery date(s) and the quantity of supplies to be turned in. State Surplus may refuse a requested day when other state agencies are already scheduled for the same day; in that case, State Surplus will propose another day for delivery.

State agencies must present a copy of the authorized Turn-In Document when delivering supplies to State Surplus. Upon delivery of the supplies, State Surplus will verify that the Turn-In Documents with the supplies are correct; meaning the exact supplies listed on the Turn-In Document are delivered to State Surplus. When the Turn-In Document and supplies are consistent, State Surplus will approve the Turn-in Document and return a copy to the state agency for records retention. Supplies submitted with no Turn-In Document or supplies that do not correspond to the turn in document, will be rejected and returned to the state agency. State Surplus will not store these supplies.

2.4.1 **Pick-Ups:** DAS will pick up small loads of supplies at the DAS-owned buildings in Franklin County and the William Green Building that are accompanied by authorized Turn-In Documents.

2.4.2 **Large Shipments:** Due to the limited amount of warehouse space available, State Surplus requires 48 hours advanced notice for large shipments of surplus supplies delivered to the State Surplus warehouse.

Large shipments may include, but are not limited to, 12 or more desks, 24 or more file cabinets, and/or 30 or more chairs.

2.4.3 **Information Technology Supplies:** State agencies shall be responsible for removing *sensitive data, personally identifiable information*, or proprietary information from excess or surplus information technology (IT) supplies prior to transporting them to State Surplus or relinquishing custody by any means, including disposal through State Surplus, trade-in, sale, loan, servicing, lease, transfer, donation, recycling, or disposal as refuse. IT equipment includes devices that are capable of persistent data storage, for example computer hardware; telecommunications equipment; digital devices such as digital copiers and facsimile machines; mobile computing devices; operational technology (e.g., building and manufacturing controls); or Internet of Things (IoT) devices. It also includes media that is capable of storing information such as: tokens, USB sticks, memory cards, hard drives, DVDs, CDs, tapes, microfilm, etc.

2.4.4 State Surplus is neither staffed nor equipped to verify the removal of sensitive data, personally identifiable information, or proprietary information from IT supplies passing through the disposal process. For requirements on removing sensitive data, personally identifiable information, or proprietary information from IT supplies, refer to Ohio Administrative Policy IT-05, "Disposal, Servicing and Transfer of IT Equipment."

2.4.5 Costs for the removal of sensitive data, personally identifiable information, or proprietary information from all IT supplies being turned in shall be borne by the disposing state agency.

## 2.5 **Vehicles**

2.5.1 **Inspections:** State Surplus will allow authorized representatives of program members to inspect, start and drive vehicles available for purchase. Vehicles can only be driven within the State Surplus vehicle parking lot at a reasonable speed. A valid driver's license is required to drive vehicles.

State Surplus will allow the general public an opportunity to inspect vehicles the week before a public auction. The general public can obtain keys and start vehicles on the Friday before an auction. However, the general public cannot drive the vehicles. A valid driver's license or state identification is required; each person is eligible to take three sets of keys at a time.

- 2.5.2 **Pricing:** Vehicles sold to program members are sold at 60% of the current National Auto Dealers Association (NADA) retail pricing guide. State Surplus reserves the right to make exceptions to this standard on a case-by-case basis.

NADA prices are calculated three times a year (January, May, and September). The calculations account for mileage, vehicle condition, and any additional options that the vehicle may have included (e.g., air condition, radio, etc.). Prices for each available vehicle are posted online at <https://ohio-das.force.com/surplus/s/current-inventory>.

Vehicles not located in the NADA book will be estimated by State Surplus. The methodology used will consider past estimates, past auction results, and the best information available at the time of the estimate.

- 2.5.3 **Title Transfers:** If the purchasing organization is a state agency, the applicable title will be transferred to the purchasing state agency upon receipt of the approval from the DAS Office of Fleet Management and an approved purchase order.

If the purchasing organization is another type of program member, the title will not be transferred until a check for payment has been deposited into the State of Ohio Treasurer's account. This check for payment shall be from the authorized representative's organization. Personal checks and cashier's checks will not be accepted.

The State Surplus Manager is authorized to sign as the agent (seller) of the State when signing all titles for sold vehicles.

- 2.5.4 **Title Replacements:** Program members or individuals may be provided with a power of attorney when a title is lost before the sale is recorded by the Bureau of Motor Vehicles (BMV).

Upon notification of a lost title, State Surplus will verify the program member's proof of ownership with the State Surplus documents issued for payment or verify the individual's driver's license or state identification and the invoice issued from State Surplus showing payee ownership.

After verification is complete, State Surplus will provide the power of attorney to the requestor. The requestor is responsible for obtaining the replacement title.

- 2.5.5 **Holds:** State agencies can place a vehicle on hold for up to 30 days while they obtain approval from the DAS Office of Fleet Management to purchase the vehicle(s).

Program members can place a vehicle on hold for up to ten days. Within 30 days of purchase, the program member shall provide a check made payable to "Treasurer, State of Ohio".

- 2.5.6 **Salvage Vehicles:** For wrecked vehicles that are presumed non-repairable and/or when the damages exceed the vehicle's value, state agencies shall submit pictures with the Turn-in Document to State Surplus so a determination can be made regarding whether or not the owning state agency's Fleet Manager will need to obtain an Ohio Certificate of Title for a Salvaged Vehicle.

## 2.6 **Prohibitions**

- 2.6.1 **Decals, Logos, and Trash:** State agencies shall remove all logos, license plates, and official State of Ohio or state agency emblems or markings (hereinafter referred to as official state markings) and trash on/from supplies prior to delivering or transferring supplies to State Surplus or employing **local disposition** to dispose of the supplies. License plates must be removed by a representative of the owning state agency and returned to the state agency for proper processing.

State Surplus will not approve a Turn-In Document until all official state markings and trash are removed and reserves the right to refuse any supplies with official state markings or trash from being turned in or being sold through local disposition. This prohibition applies to all types of supplies (i.e., miscellaneous, vehicles, trailers, or watercraft).

- 2.6.2 **Locked or Inaccessible Property:** Prior to delivering supplies to State Surplus, state agencies shall ensure all supplies are accessible, and that all contents are removed (e.g., all hard copy records are removed from cabinets, desks, etc.) and properly secured.

State Surplus will not accept any locked or inaccessible supplies as such supplies may store items, information, or data that should remain in the custody of the state agency. Supplies delivered to State Surplus, which are not readily accessible or do not have a key (e.g., lockable drawers, other storage compartments, desks, file cabinets, safes, etc.), will be refused.

State agencies delivering locked items without keys will be requested to take the items back to their agencies.

State agencies that have locked items delivered by a commercial carrier will be contacted and given the option to have the commercial carrier return the locked items to them or make arrangements to bring the keys to State Surplus.

State agencies granted authority for local disposition are responsible for ensuring the supplies are unlocked, contents are removed, and no records remain in the supplies (e.g., all hard copy records are removed from cabinets, desks, etc.).

- 2.6.3 **Upholstered Furniture:** State Surplus will not accept secondhand bedding unless it has been treated as prescribed by the Ohio Department of Commerce and has a tag affixed indicating the item has been sanitized and registered.

State Surplus will accept stuffed fabric furniture. However, this furniture cannot be sold by State Surplus without the Ohio Department of Commerce tag affixed indicating the item has been sanitized and registered. This furniture can be donated to program members without the Ohio Department of Commerce tag affixed.

- 2.6.4 **Emergency Equipment:** State agencies shall ensure all emergency lights, sirens, computer, and communications equipment (e.g., Multi-Agency Radio Communications System (MARCS) radios, two-way radios, repeaters, routers, mobile data equipment, etc.) have been removed from vehicles and watercraft prior to delivering to State Surplus.

## 2.7 **Transfers**

- 2.7.1 If a state agency desires to transfer any supplies to a program member as prescribed under R.C. 125.13, the disposing state agency shall select “Transfer/Donation” as the requested disposal method on the Turn-In Document. State Surplus will evaluate and process the Turn-In Document, manage the transfer, and return a copy of the Turn-In Document to the state agency for records retention. Vehicle, watercraft, and trailer transfers are generally prohibited.

- 2.7.2 If the owning state agency has indicated a desire to donate surplus IT supplies to an accredited school, State Surplus will make the supplies available for **screening** by public schools accredited by the Ohio Department of Education available on a “first come, first served” basis. Pursuant to R.C. 125.13(G), the accredited public school may be required to assume costs for repair or refurbishment.

- 2.8 **Trade in:** Pursuant to Ohio Administrative Code (OAC) 123:5-2-01 (A) (1), State Surplus is authorized to approve trade-ins when the amount offered exceeds the estimated auction amount that may be received. When the estimated amount offered does not exceed the estimated auction amount, State Surplus is not authorized to approve the trade-ins. Vehicle, watercraft, and trailer trade-ins are generally prohibited.

State agencies requesting to trade-in supplies shall select “Trade-In” as the requested disposal method on the Turn-In Document.

State agencies shall solicit three quotes on suppliers’ letterhead and submit the quotes with the Turn-In Document. The quotes shall indicate the amount being offered for trade-in. If fewer than three quotes are received, state agencies shall submit proof of the solicitation and any quotes received.

State Surplus will calculate the amount of trade-in, market value, and determine the estimated auction value. State Surplus will then determine if the request is approved or denied and notification will be sent to the requesting state agency.

- 2.9 **Local Dispositions:** Pursuant to OAC 123:5-2-01, a state agency may locally dispose of supplies declared excess or surplus. State agencies that desire to sell their supplies shall submit a Turn-In Document as explained in Section 2.3 of this policy and receive authority from State Surplus prior to beginning the disposal process. If approved, the disposal of supplies must be done using a fair or impartial process, such as advertisement by newspaper or internet.

Requirements for IT supplies, as explained in Section 2.5 of this policy, remain mandatory for local dispositions.

- 2.10 **Proceeds from Local Dispositions:** When state agencies are given authority for local disposition, they shall require that checks be made payable to "Treasurer, State of Ohio". All proceeds shall be forwarded to State Surplus for deposit into the State Investment Recovery Fund: 4270.

The normal process for refunds to State agencies as explained in section 2.11 of this policy will be followed, when applicable.

- 2.11 **Refunds to State agencies:** State agencies will receive a refund for supplies sold when the per-unit sales price of supplies sold together (i.e., in a lot) is greater than \$500 and the original purchase was made from a non-General Revenue Fund source. DAS will work with the disposing state agency and the Office of Budget and Management (OBM) to transfer applicable funds generated from the sale, minus the DAS Surplus fee approved annually by OBM, back to the disposing state agency pursuant to R.C. 125.14.

- 2.12 **Purchase of Supplies:** Pursuant to R.C. 125.13 (F), no employee of the disposing agency shall purchase, lease, or receive any supplies from their agency. However, state employees are permitted to purchase supplies from other state agencies at State Surplus auctions. State employees purchasing supplies are responsible for knowing which state agency the supplies came from.

### 3.0 Authority

R.C. 125.13 –125.14

OAC 123:5-2



#### 4.0 Revision History

Date	Description of Change
09/01/2009	Original policy, published as GS-D-06.
09/19/2016	Reformatted and renumbered, updated all sections and subsections, addition of Appendix A - Definitions.
12/19/2017	Revised section 2.10 to remove fee schedule used prior to fiscal year 2018.
03/29/2018	Revised entire policy to provide updated guidance on State Surplus program's business processes and terminology.

#### 5.0 Inquiries

Direct inquiries about this policy to:

State and Federal Surplus Services Manager  
State and Federal Surplus Services  
General Services Division  
Ohio Department of Administrative Services  
4200 Surface Road, Columbus, Ohio 43228

614-466-7636 | [DAS.GSD.Surplus@das.ohio.gov](mailto:DAS.GSD.Surplus@das.ohio.gov)

State of Ohio Administrative Policies may be found online at  
<http://das.ohio.gov/Divisions/AdministrativeSupport/StateAdministrativePolicy.aspx>

## Appendix A - Definitions

- a. **Approved.** When referring to Turn-In Documents, a status that indicates State Surplus' final confirmation that the supplies listed on the Turn-In Document have been disposed of in a permissible fashion. Approved Turn-In Documents are considered final and contain an electronic signature from a State Surplus staff member.
- b. **Authorized.** When referring to Turn-in Documents, a status that indicates State Surplus' preliminary agreement that the supplies listed on the Turn-In Document may be disposed of using the disposal method specified on the Turn-In Document. Authorized Turn-In Documents are not considered final, and further action (i.e., disposal of the supplies in accordance with the disposal method specified) is required before the Turn-In Document can be approved.
- c. **Excess supplies.** As defined in R.C. 125.12 (A), any supplies that have a remaining useful life, but that are no longer needed by the agency that possesses them.
- d. **Funds.** As defined in OAC 123:5-2-01, a state loan, grant or other type of state financial assistance.
- e. **Information Technology (IT) Supplies.** As defined in Ohio Administrative Policy IT-05 (see definition for IT equipment), devices that are capable of persistent data storage, for example computer hardware; telecommunications equipment; digital devices such as digital copiers and facsimile machines; mobile computing devices; operational technology (e.g., building and manufacturing controls); or Internet of Things (IoT) devices. It also includes media that is capable of storing information such as: tokens, USB sticks, memory cards, hard drives, DVDs, CDs, tapes, microfilm, etc.
- f. **Local disposition.** A process by which agencies, after completing a Turn-In Document and being authorized by State Surplus, dispose of their own supplies, without sending the supplies to State Surplus.
- g. **Personally Identifiable Information (PII).** As defined in Ohio Administrative Policy IT-05, information that can be used directly or in combination with other information to identify a particular individual. It includes:
  - a name, identifying number, symbol, or other identifier assigned to a person,
  - any information that describes anything about a person,
  - any information that indicates actions done by or to a person,
  - any information that indicates that a person possesses certain personal characteristics.
- h. **Screening.** Refers to the window of time in which program members who are authorized to acquire supplies prior to a public auction may review, inspect, and acquire posted supplies.
- i. **Sensitive Data.** As defined in Ohio Administrative Policy IT-05, any type of computerized data that presents a high or moderate degree of risk if released or disclosed without authorization.

There is a high degree of risk when unauthorized release or disclosure is contrary to a legally mandated confidentiality requirement. There may be a moderate risk and potentially a high risk in cases of information for which an agency has discretion under the law to release data, particularly when the release must be made only according to agency policy or procedure. The computerized data may be certain types of personally identifiable information that is also sensitive such as medical information, social security numbers, and financial account numbers. The computerized data may also be other types of information not associated with a particular individual such as security and infrastructure records, trade secrets and business bank account information.

- j. **Supplies.** As defined in R.C. 125.12 (B), all personal property owned by the state, including, but not limited to, equipment and materials. Examples of supplies include but are not limited to assets and equipment with or without asset tags, vehicles, watercraft, and trailers - regardless of original purchase price or current value.
- k. **Surplus supplies.** As defined in R.C. 125.12 (C), any supplies no longer having any use to the state, including obsolete supplies, scrap materials, and supplies that have completed their useful life cycle.