

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
NUMBER: <b>GSD-SFP-01</b>	TITLE: <b>Hours of Operation</b>	APPROVAL: <b>Amy Rice, Manager</b>
EFFECTIVE DATE: <b>May 08, 2006</b>	REVISED DATE: <b>March 1, 2014</b>	REFERENCES: <b>ORC 125.13</b>

**PURPOSE:**

To define the hours of operation set for the State and Federal Surplus warehouse and vehicle log that is located at 4200 Surface Road. Due to the monthly auction schedule this office has restricted days of operation.

**POLICY:**

In accordance with ORC 125.13, to ensure the property available for public auction is accessible the office has restricted days where agencies are not allowed to purchase property. This provides the office with time to set up and advertise property available in the warehouse or vehicle office for public auction. After auction, due to set up, the office has restricted hours for receiving property from agencies and designated time for public auction customers to remove property.

**PROCEDURES:**

**Purchasing:**

Warehouse: Agencies are restricted from **purchasing** warehouse items for one week prior and one week after a warehouse auction as specified in the posted schedule.

Vehicles: Agencies are restricted from **purchasing** vehicles for two weeks prior and one week after a vehicle auction as specified in the posted schedule.

**Deliveries:**

The normal hours of operation for the warehouse and vehicle lot are from 8:00 a.m. to 4:00 p.m. Agencies are restricted from **delivering** property to either the warehouse or vehicle lot for one week prior and one week after scheduled auction dates as specified in the posted schedule.