

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
TITLE: AGENCY DELIVERY	NUMBER: GSD-SFP-02	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 08, 2006	REVISED DATE: March 1, 2014	REFERENCES: ORC 125.13 (C)

PURPOSE:

To define the state agencies responsibility and procedure for transferring surplus and excess property to the State Surplus warehouse and vehicle lot.

POLICY:

Individual state agencies are responsible for ensuring arrangements are made to have surplus property delivered to State Surplus during specified hours of operations.

PROCEDURES:

Warehouse:

State agencies are required to complete (e.g. full agency address, contact name and number, funding information, property condition, quantity) and sign a Surplus Property Turn-In Document ADM-3672 which details the property delivered to the warehouse.

Vehicle Lot:

State agencies are required to complete (e.g. full agency address, contact name and number, funding information, property condition, quantity) and sign a Surplus Property Turn-In Document ADM-3911 which details the property delivered to the vehicle lot.

Rhodes and Riffe Towers:

DAS Properties and Facilities will pick up small loads of property at the Rhodes and Riffe towers that is accompanied by completed (e.g. full agency address, contact name and number, funding information, property condition, and quantity) and sign a Surplus Property Turn-In Document ADM-3672 which details the property delivered to the warehouse.

Upon receipt of completed and signed documents, State Surplus will verify the documents with the property. When all information is complete, Surplus will sign the documents and return a copy to the agency for records retention. Incomplete paperwork and property will be returned to OPF for return to the agency.