

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
NUMBER: <b>GSD-SFP-03</b>	TITLE: <b>Large Shipments</b>	APPROVAL: <b>Amy Rice, Manager</b>
EFFECTIVE DATE: <b>May 08, 2006</b>	REVISED DATE: <b>March 1, 2015</b>	REFERENCES: <b>ORC 125.13 (A) (1)</b>

**PURPOSE:**

The purpose is to define what is considered a major shipment of surplus property and establish timelines.

**POLICY:**

Due to the limited amount of warehouse space available to Surplus, DAS requires 48 hours advance notice for large shipments of surplus property delivered to the Surface Road location.

Large shipments are defined as 12 or more desks, 24 or more file cabinets, and/or 30 or more chairs.

**PROCEDURES:**

Agencies should contact the warehouse office 48 hours in advance (excluding auction week – see posted schedule) to schedule a time to drop off property.

All property requires a completed (e.g. full agency address, contact name and number, funding information, property condition, and quantity) and a signed Surplus Property Turn-In Document ADM-3672 which details the property delivered to the warehouse.

Questions should be directed to the warehouse office at 1-614-466-7636.