

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
NUMBER: GSD-SFP-04	TITLE: Logos and Decals	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 10, 2006	REVISED DATE: March 1, 2015	REFERENCES: ORC 125.13

PURPOSE:

To define the state agencies' responsibility for removal of all logo's, license plates, official State of Ohio emblems or markings from any property being transferred to the control of DAS which includes all vehicles.

POLICY:

State agencies are responsible for removal of all logos, license plates, official State of Ohio emblems or markings on property prior to transferring to DAS Surplus. Surplus is required to ensure all official state markings are removed prior to signing Turn-In documents.

PROCEDURES:

Vehicle Lot:

All decals from state vehicles must be removed prior to delivery of the vehicle to the Surplus vehicle lot or prior to being sold locally on site. DAS reserves the right to refuse any vehicles with State of Ohio markings from being placed on a DAS lot or being sold locally.

State of Ohio License Plates:

The State of Ohio license plate must be removed by a representative of the suplusing agency and returned to the agency for proper processing.

Warehouse:

All badges, logos, emblems, State of Ohio markings, etc. must be removed from miscellaneous (e.g. hats, jackets, shirts, etc.) property prior to delivering to DAS Surplus. DAS Surplus reserves the right to refuse any property showing State of Ohio or agency markings.

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