

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
NUMBER: GSD-SFP-05	TITLE: Non-Profit	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 10, 2006	REVISED DATE: October 1, 2015	REFERENCES: ORC 125.13 (E)

PURPOSE:

To define the state agencies' responsibility for selling and/or donating to non-profit organizations within the State of Ohio.

POLICY:

In accordance with ORC 125.13 (E) (1) which states in part the following are eligible to obtain State Surplus property: state agencies; state supported or state assisted institutions of higher education; tax supported agencies, municipal corporations, or other political subdivisions of this state, private fire companies, or private non-profit emergency medical services organizations; non-public elementary and secondary schools chartered by the state board of education under section 3301.16 of the ORC; and to the general public by auction, sealed bid, or negotiation.

ORC 125.13 (E) (1) (e) adds eligible Non-profit organizations to list of those qualified to acquire State of Ohio surplus property. Eligible Non-profit organizations are those that are:

- A. Exempt from federal income taxation under 26 U.S.C. (a) and (c) 3; and
- B. Receive funds from the state; or
- C. Hold a contract with the state

To verify Non-profit organizations eligibility, Surplus staff will utilize the following:

- A. Verify organization's 501 (C) 3 status via the IRS website at www.irs.gov/Charities-&Non-Profits/Exempt-Organizations-Select-Check.
- B. Require organizations receiving financial assistance from the state to provide Surplus staff with acceptable documentary evidence of the state loan, grant, or other state financial assistance received.
- C. Require Non-profit organization to provide a copy of their contract with the State of Ohio. Non-profit organizations contract with the State of Ohio must be for more than the transfer of excess and surplus supplies to other organizations.

PROCEDURES:

Upon issuance of an agency debit card to non-profit organizations, State Surplus staff will issue a card with either the word "**FEDERAL**" or "**STATE**" typed on the bottom right corner of the card, based upon the Non-profit organization's eligibility as defined above.

This enables the warehouse staff to determine which card holder is eligible to purchase State Surplus property. Individuals with "FEDERAL" in the lower bottom right corner of a card are not eligible to purchase State Surplus property only "FEDERAL" property.