

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
NUMBER: <b>GSD-SFP-06</b>	TITLE: <b>Proceeds – Local Sales</b>	APPROVAL: <b>Amy Rice, Manager</b>
EFFECTIVE DATE: <b>May 08, 2006</b>	REVISED DATE: <b>March 1, 2014</b>	REFERENCES: <b>ORC 125.14</b>

**PURPOSE:**

To define a state agencies' responsibility when the agency has received authorization to sell items locally under Administrative Rule 123.

**POLICY:**

Agencies that choose to sell their surplus property must receive authority from State Surplus, and when agencies are given authority for Local Disposition under Administrative Rule 123, all proceeds must be forwarded to DAS State Surplus Fund: 4270. The agency should request checks to be made out to "Treasurer, State of Ohio" and the checks should be forwarded to DAS State Surplus for deposit into the State Investment Recovery Fund: 4270.

**PROCEDURES:**

A state agency granted authority under Administrative Rule 123 can Local Dispose of property declared excess or surplus. The disposal of property must be done using a fair or impartial process, such as advertisement by newspaper or internet.

State agencies requesting to be granted Local Disposition to sell items declared excess or surplus must submit a request in writing.

Agencies authorized to dispose of property locally will be notified by the Surplus staff, an annotation will be made on the Turn-In document, and Surplus will notify the agency when to proceed with the bidding process or local disposal.

Surplus will enter the sale into the Cash Register system creating a receivable for the sale. When the agency forwards copies of the bids and proceeds to State Surplus: the completed documents will be signed, return the Turn-In document, the sale will be credited, and the funds will be deposited into the Investment Recovery Fund: 4270.

All checks and Turn-In documents related to the sale of items generated locally by agencies should be forwarded to State Surplus, and the checks should be made payable to "Treasurer, State of Ohio". The normal process for refunds to agencies will be followed, when applicable.