

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
NUMBER: <b>GSD-SFP-07</b>	TITLE: <b>Program Membership</b>	APPROVAL: <b>Amy Rice, Manager</b>
EFFECTIVE DATE: <b>May 08, 2006</b>	REVISED DATE: <b>October 1, 2015</b>	REFERENCES: <b>ORC 125.13 (E) (1)</b>

**PURPOSE:**

To define the policy of DAS State and Federal Surplus for selling State of Ohio excess and surplus property to schools, political sub-divisions and eligible non-profit organizations.

**POLICY:**

In accordance with ORC 125.13 (E) (1) which states in part: allows DAS State and Federal Surplus to sell surplus state property to:

- (a) state supported or state assisted institutions of higher education;
- (b) tax supported agencies, municipal corporations, or other political subdivisions of this state, private fire companies, or private non-profit emergency medical services organizations;
- (c) non-public elementary and secondary schools chartered by the state board of education under section 3301.16 of the ORC, and
- (d) eligible non-profit organizations.

**PROCEDURES:**

The identified groups (see Policy) are required to complete and submit an “Application for Eligibility” to the State Surplus office. The approved application documents the organizations authorization to utilize the program, the organizations purpose and budget, accountable (responsible party) individual, and individuals authorized to purchase on behalf of the organization.

State agencies, tax supported political subdivisions and eligible non-profit organizations are issued “Debit Cards” and the cards are intended to identify the person presenting the card as an authorized representative of the program. Agencies that are issued one of these cards do not

need a purchase order to make a purchase. However, state agencies that are purchasing a vehicle must obtain prior approval from the DAS Office of Fleet Management Services.