

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
NUMBER: GSD-SFP-10	TITLE: Title Transfer	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 08, 2006	REVISED DATE: March 1, 2015	REFERENCES: ORC 125.13

PURPOSE:

To define the policy of DAS State and Federal Surplus on title transfers to customers when vehicles are purchased.

POLICY:

State Agencies:

Upon receipt of the DAS Fleet Management Services approval and an approved purchase order the applicable vehicle title will be transferred to the purchasing agency.

Tax Supported Political Subdivision:

A political subdivision can place a vehicle on hold with an agency debit card and verbal request to hold or an email request to hold. However, the title will not be transferred to the organization until a check for payment has been deposited into the State of Ohio Treasurer's account.

General Public:

Upon receipt of full payment for a vehicle sold at auction, State Surplus staff will transfer the vehicle title to the payee. Failure to render full payment will result in the title not being transferred to payee.

PROCEDURES:

The State Surplus Manager/designee is authorized to sign as the agent (seller) of the state when signing all titles for sold vehicles.

Auction Vehicle Titles:

Titles for vehicles sold at public auction must be notarized; the auctioneer, under contract with DAS, will complete the "assignment section" of the title.

Other Vehicle Titles:

Titles for vehicles sold through sealed bids, state agency and tax supported political subdivisions are notarized and the State Surplus staff will complete the “assigned section” of the title.

Note: At least one staff member of the State Surplus team, other than the Manager must be a notary public.