

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
NUMBER: GSD-SFP-14	TITLE: Vehicle – Turn In Notification	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 08, 2006	REVISED DATE: March 1, 2014	REFERENCES: ORC 125.13 (C)

PURPOSE:

To define the policy that establishes a minimum of three (3) days for state agencies to notify Surplus of the intent to turn in surplus vehicle (s).

POLICY:

State agencies are responsible for notifying the State Surplus Vehicle Lot staff of the intent to salvage a vehicle at least three business days prior to turning in the vehicles. State Surplus reserves the right to refuse requestors proposed date when other agencies are scheduled for the requested day and the Surplus staff will propose another day for delivery.

PROCEDURES:

The state agency wishing to surplus a vehicle will notify State Surplus in writing (e.g. email, letter, etc.) of the intent to turn in vehicles, specify dates for delivery and the number of vehicles for delivery per day. State Surplus requires notification at least three business days in advance.

Upon notification from the requestor, State Surplus will check availability by date, and the agency will be notified of the availability. In the event, a large number of vehicles are scheduled for delivery on the specified date, the agency will be notified and asked to select a different date and time. State Surplus will work with the agency to determine an amicable date.