

<b>STATE &amp; FEDERAL SURPLUS PROPERTY PROCEDURES</b>		
NUMBER:  <b>GSD-SFP-01</b>	EFFECTIVE DATE:  <b>May 8, 2006</b>	APPROVAL:  <b>C. David Settlemire, Administrator</b>
REVISED DATE:  <b>March 22, 2013</b>	REFERENCES:  <b>Ohio Revised Code Section 125.13</b>	

**I. PURPOSE:**

Delineate the hours of operation for the State and Federal warehouse and vehicle lot, located at 4200 Surface Road. We have restricted days of operation due to our auction schedule.

**II. POLICY:**

Once we have set up and advertised an auction we restrict agencies from purchasing to help insure public auction customers have access to advertised property. We also restrict hours for receiving property from agencies due to set up and to allow time for public auction customers to remove property.

**III PROCEDURES:**

Agencies are restricted from **purchasing** vehicles for two weeks prior and one week after a vehicle auction.

Agencies are restricted from **purchasing** warehouse items for one week prior and one week after a warehouse auction.

Agencies are restricted from **delivering** property to either the vehicle lot or the warehouse for one week prior and three days after scheduled auction dates.

The normal hours of operation for the warehouse and vehicle lot are from 8:00 AM to 4:00 PM.