

STATE & FEDERAL SURPLUS PROPERTY PROCEDURES		
NUMBER: GSD-SFS-03	EFFECTIVE DATE: May 8, 2006	APPROVAL: C. David Settlemire, Surplus Administrator
REVISED DATE: March 22, 2013	REFERENCES: Ohio Revised Code Section 125.13 (A)(1)	

I. PURPOSE:

Define what is considered a major shipment of surplus property and identify timelines.

II. POLICY:

Due to limited warehouse space DAS will require a lead time notification for all large shipments of surplus property to our Surface Road location.

Generally speaking a large shipment would be defined as:

- * 12 or more desks
- * 24 or more file cabinets
- * and/or chairs in excess of 30.

All large property shipments will require 48 hours in advance notification.

III PROCEDURES:

Contact the warehouse office at Surface Road at least 48 hours in advance (excluding auction week) to schedule a time to have the property delivered.

Send the signed copy of the Surplus Property Turn-In Document detailing the items being surplus along with the shipment.

Warehouse Staff: (614) 466-7636

