

STATE & FEDERAL SURPLUS PROPERTY PROCEDURES

NUMBER: GSD-SFP-06	EFFECTIVE DATE: May 8, 2006	APPROVAL: C. David Settlemire, Administrator
REVISED DATE: March 22, 2013	REFERENCES: Ohio Revised Code Section 125.14	

I. PURPOSE:

To define the disposition of funds generated when an agency sells items locally under Administrative Rule 123.

II. POLICY:

When agencies are given authority for Local Disposition under Administrative Rule 123 and choose to sell their surplus property, all proceeds are to be forwarded to DAS State Surplus. The agency should request checks made out to "Treasurer, State of Ohio". The checks are to be forwarded to DAS State Surplus for deposit to the State's Investment Recovery Fund.

III. PROCEDURES:

A state agency can be granted authority under Administrative Rule 123 to sell items they have declared excess or surplus. This should be done by fair or impartial process, such as advertisement by newspaper or internet.

When State Surplus approves the agency to dispose of property locally State Surplus will note this on the Turn-In Document. State Surplus will notify the agency allowing them to proceed with the bidding process or local disposal. State Surplus will enter the sale into the Cash Register system creating a receivable for the sale. When the agency forwards copies of the bids and proceeds to State Surplus; State Surplus will sign, return the Turn-In Document and the sale will be credited and the funds deposited into the Investment Recovery Fund.

All checks and Turn-In Documents from the sale of items generated locally by agencies are to be forwarded to State Surplus. Checks should be made payable to "Treasurer, State of Ohio". The normal process for refunds to agencies will be followed when applicable.