

<b>STATE &amp; FEDERAL SURPLUS PROPERTY PROCEDURES</b>		
NUMBER: <b>GSD-SFP-08</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 Office of State Surplus' policy for pricing vehicles that are to be sold to state agencies or tax supported municipalities.

**II. POLICY:**

Vehicles sold to state agencies and tax supported municipalities are sold at 60% of the current National Auto Dealers Association (NADA) retail pricing guide. Prices are strictly based on this formula and are non-negotiable.

**III. PROCEDURES:**

New prices are calculated three (3) times a year, in January, May and September.

When calculating the prices, mileage, vehicle condition and any options are taken into account.

These prices are posted to the vehicle database and the prices of the cars still on the lot are updated to reflect the current pricing.

Should the vehicle not be in the NADA book the lot attendant will estimate the price based on past auction results and/or the best information available.

A state agency can put a vehicle on hold for up to 30 days. Tax supported municipalities that are members of our Federal Surplus Program can put a vehicle on hold for up to 10 days.

State agencies need approval of Fleet Management to purchase vehicles.

A tax supported municipality must have an approved Purchase Order or a check made out to "Treasurer, State of Ohio" to purchase a vehicle.