

<b>STATE &amp; FEDERAL SURPLUS PROPERTY PROCEDURES</b>		
NUMBER:  <b>GSD-SFP-10</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 State Surplus policy on transferring titles to customers when vehicles are purchased.

**II. POLICY:**

Private Individual – we will surrender the title of a vehicle to a customer only after the vehicle is paid for 100%. This individual will not receive the title until the 100% cost of the vehicle is paid.

State Agencies – when a state agency has Fleet Ohio approval and an approved Purchase Order they will be given the title.

Tax Supported Political Sub-division – a political subdivision can put a vehicle on-hold with a purchase order, agency debit card or a phone call. They will not receive the title until the check for payment is deposited into the State Treasurer’s Office.

**III. PROCEDURES:**

The State Surplus Administrator can sign all titles as the seller when DAS is selling surplus vehicles acting as agent of the State.

Title for vehicles sold at public auction will be notarized and the assignment section completed by the auctioneer under contract to DAS.

Titles for all other vehicles sold: sealed bids, state agency, tax supported political subdivision will be notarized and the assignment portion completed by State Surplus Staff.

At least one staff member of State Surplus, other than the Administrator, must be a Notary Public.