STATE SURPLUS PROPERTY TURN-IN POLICIES AND PROCEDURES

(8-02 JDT)

VEHICLES

All surplus vehicles must be delivered to the surplus vehicle lot at 4200 Surface Road in Columbus. A vehicle to Salvage Information Sheet (ADM- 3911), the vehicle title, and the keys must be turned in with the vehicle. Large agencies, with centralized title control, may turn in the titles separately.

The ADM-3911 must be completely filled out and signed. Bring.!!! copies. Be sure to accurately describe any problems with the vehicle. List the original funding source. Print and sign name in the "Releasing Authority" boxes.

The state agency wishing to surplus a vehicle will notify DAS State Surplus via email of their intent to turn in vehicles. The agency will include what days they would like and how many vehicles per day. DAS will need at least a three (3) day prior notification. Once the surplus lot schedule is checked the agency will be notified that their schedule is approved. Should a large number of vehicles all ready be scheduled on the requested day the agency will be notified and asked to select a different time.

All decals must be removed before turn-in.

Remove license plates and other items.

The surplus vehicle lot attendant will sign the ADM-3911 and give the top two copies (white and canary) to the person who turned in the vehicle unless instructed by that person to send them to someone else. NOTE: The surplus vehicle lot is closed for turn-in one week prior to and 3 days after each vehicle auction. Call 614-466-2670 to find out the auction dates and for any other questions.

MISCELLANEOUS PROPERTY

According to state law, State Surplus is responsible for disposing of surplus property items worth $100 or more. The state agencies are responsible for disposing of surplus property items worth less than $100. Agencies unable to dispose of property worth less than $100 efficiently and cost-effectively may request State Surplus to dispose of the property.

State Surplus will determine whether the value of surplus property is worth $100 or more.

Agencies may call, fax, or submit in any convenient form a listing of property to state surplus for a determination as to whether the property is worth $100 or more.

Don't send items which obviously have no value to State Surplus.

State Surplus needs a minimum of 60 days to properly dispose of items on-site.

For items worth less than $100 that the agency will be disposing of themselves whether by sale, donation, transfer, trade-in, or discarding as trash, submit a Surplus Property Turn-in Document an ADM 3672. Write, type, or print in the center of the form "Request Local Disposition." Submit all copies. State Surplus will sign the form, stamp it with a "Dispose of in Accordance with Admin Rule 125:5-2-01" stamp, and attach guidance the agency must follow in disposing of the surplus property. The agency makes the determination as to what method of disposal is in the best interest of the state and disposes of the property accordingly.

For items worth $100 or more (or less than $100 if the agency wants State Surplus to dispose of the property) submit an ADM-3672 and bring all copies of the form with the property to the state surplus warehouse at 4200 Surface Road in Columbus.

Form ADM-3672

Submit all copies.

Fill in the form(s). Disregard "tag number" and "sale number" columns. The condition code is critical especially for those items to be disposed of by the agency. The fund source is important; if unknown, put "unk." List a contact person and their phone number who is familiar with the property. The releasing authority must sign and date the form.

Do not commingle items worth $100 or more with items worth less than $100 on the same turn-in document.

State Surplus will sign the Form 3673 and return the pick copy to the individual turning in the property, or, if not available, to the contact person listed on the form, or to the releasing official if no contact person is listed. The form will be sent to the address shown on the turn-in document.

State Surplus property does not pick up property with the exception of the Rhodes Tower on Tuesday afternoons and the Riffe Tower on Wednesday afternoons.

Call the warehouse (614-466-7636) one day prior to delivery of large amounts of property. NOTE: The surplus warehouse will be closed for all business during the week prior to and 3 days after each warehouse auction. Call 614-466-7636 for auction dates and other Questions.