



|   |                       |                      |
|---|-----------------------|----------------------|
| <b>SECTION:</b> Property Management             |                       | <b>POLICY #:</b> 802 |
| <b>TITLE:</b> Purchase of State Excess Property |                       | <b>PROCEDURE #:</b>  |
|   |                       | <b>ORDER #:</b>      |
| <b>DEPT:</b> Finance                            |                       | <b>DIVISION:</b>     |
| <b>ADOPTED:</b> 1/85                            | <b>REVIEWED:</b> 4/96 | <b>REVISED:</b> 5/94 |

**1.0 Purpose**

This policy establishes policy and procedure for the purchase of state excess property.

**2.0 General Policy**

It shall be County policy that only authorized personnel for County General Services will be allowed to sign for the purchase of property from the State of Oregon General Services Excess Property Facility.

**3.0 Policy Guidelines/Procedures**

- a. The General Services Director, Administrative Assistant and Property Clerk are authorized to sign for property from the state facility. Department authorized employees will provide their signature on the Authorized Representatives form submitted by General Services to the State of Oregon in order to sign for pickup of property at state surplus warehouse.
- b. When a department wants to purchase state excess property, its authorized representative will select the equipment and complete the state request form. The form will include the identification number, quantity, description of the property and the department’s budget and project number that will pay for the property.
- c. Departments who have designed authorized employees may sign for receipt of property
- d. If no authorized employees are designated, department staff may call General Services 588-5047 to determine if General Services authorized staff are available for signature. If staff is available, the department

may request the state warehouse manager to transmit the property request via FAX to number 588-5495 to request an authorizing signature. General Services staff will return the signed request via FAX to number 378-8558 and the department may pick up the property.

- e. If General Services staff is not available to FAX a signature, the department representative will request the Property Clerk to sign for the property at the state facility. The department is responsible to return at a later date for pick-up and transportation to their department.
- f. Designated employees will forward a copy of the property receipt to General Services when picking up property.
- g. All billing documents shall be directed to the Property Clerk regardless of the option used in paragraphs c or d above.

Adopted: 1/85  
Revised: 5/94  
Reviewed: 4/96