



Ohio Administrative Code

Rule 123:5-2-01 Disposal of excess and surplus property.

Effective: November 28, 2025

(A) Definitions.

As used in this chapter of the Administrative Code:

(1) "Excess" means supplies with remaining useful life.

(2) "Supplies" means state-owned property, equipment, and vehicles. "Supplies" does not include real estate or any federally-owned assets.

(3) "Surplus" means supplies with no remaining useful life.

(B) Upon receiving notice of a state agency's excess or surplus supplies valued at one hundred dollars or more, the director of administrative services will make arrangements for their disposition in the most cost effective and efficient manner available.

(C) For each excess or surplus supply that is valued at less than one hundred dollars, a state agency will consider one of the following methods of disposal:

(1) Selling, leasing, donating, or transferring of excess or surplus supplies to another state agency;

(2) Selling, leasing, donating, or transferring of excess or surplus supplies to state-supported or state-assisted institutions of higher education, tax-supported agencies, municipal corporations, public schools or other political subdivisions of this state, private fire companies, private, nonprofit emergency medical service organizations, or nonpublic elementary and secondary schools chartered by the state board of education;

(3) Trading-in excess or surplus supplies towards new supplies or equipment;



- (4) Selling excess or surplus supplies to the general public by a fair and impartial process, such as advertisement by newspaper or internet;
- (5) Recycling excess or surplus supplies;
- (6) Selling or donating to a nonprofit organization that is both exempt from federal income taxation under 26 U.S.C. 501 (a) and (c)(3) and that is registered and in good standing with the secretary of state as a domestic nonprofit or not-for-profit corporation;
- (7) Disposing of surplus property as refuse.