DEPART	STATE OF ALASKA MENT OF TRANSPORTATION AND PUBLIC FACILITIES	POLICY AND PROCEDURE NUMBER	PAGE
		11.03.009	1 of 3
Policy and Procedure		EFFECTIVE DATE	
Policy and Procedure		June 16, 2000	
SUBJECT		SUPERSEDES	DATED
Acquisition of Excess Federal Property			
TITLE	CHAPTER	APPROVED BY	
State Equipment		Signature on File	
Fleet	SEF Procurement		

PURPOSE AND SCOPE

Introduction:

The purpose of this procedure is to present guidelines which assure any equipment acquired through Department of Administration, Federal Property Assistance Program, is economical and safe to use.

Responsibility/Performance:				
SEF Manager:	Ensure implementation, approve/disapprove			
	requests.			
Regional/District Manager:	Inspect equipment for safety and economy.			
Department of Administration	Ensure agency compliance with procedure.			
Property Management Office:				

DISTRIBUTION

All holders of the DOT&PF Procedure Manual or the SEF Procedure Manual.

PROCEDURE

- A. Agencies wishing to use state funds to purchase vehicles from the Federal Property Assistance Program must submit a "Request to Purchase Federal Vehicle" Memorandum to the HQ Manager for approval. The regional manager will inspect the equipment and determine if it is considered to be economical and safe to bring into the state fleet. Upon approval, the SEF HQ Manager will forward the request to the Property Management Officer at DOA. Plates may be obtained through the regional SEF office. DOA will hold title until the federal compliance period is ended and then transfer it to the HQ SEF for retention until the unit is sold.
- B. The billing status will be "WN" unless otherwise decided by the Manager, HQ SEF according to the current policy guidelines in DPDR 11.05.013. Equipment obtained under these guidelines is to be maintained in the same manner as all

fleet property. All procedures regarding equipment maintenance and disposal apply.

C. The State does not "sell" vehicles and equipment to state agencies. Surplus SEF units that are considered usable by the regional manager may be assigned as "X" status per DPDR 11.05.013 in lieu of being sold at public auction.

Attachment:

Attachment A: Request To Purchase Federal Surplus Equipment

MEMORANDUM		State c	State of Alaska		
TO: Diane Kennedy State Property Manager Dept of Administration		DATE:			
THRU: Manager, HQ State Equipment Fleet			ling TELEPHONE NO.:		
FROM:		SUBJECT	Request to Purchase Federal Surplus Equipment		
Request to purchase the following veh Assistance Program:	hicle/equipment with state funds through th	ne Department of Administration.	, Federal Property		
Vehicle/Equipment Make	Mdl	Yr			
	To Be Located At				
	CC to Charge				
	y is responsible for the following and accep				
 In accordance with DPDR 11.0 decide whether the vehicle will deemed mechanically unsafe it will be accordance with SEF policy to HQ SEF Manager. The agency 	through the HQ SEF office. The Departme	king any costly repairs the SE agency paying all or a portion An effort will be made to locate s otherwise justified by the agen	F regional manager will of repair cost. If a unit is another suitable vehicle		
REQUESTED BY					
Printed Name & Title	Signature	Date	-		
Department/Division/Section					
For State Equipment Fleet Use Only: I have/have not found the equipment to be in an acceptable condition for purchase. (Attach a list of deficiencies if the unit needs to be repaired)					
Regional Equipment Manager APPROVAL/DISAPPROVAL	Date				
Manager, HQ State Equipment Fleet	Date				