

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER <p style="text-align: center;">11.03.009</p>	PAGE <p style="text-align: center;">1 of 3</p>	
	EFFECTIVE DATE <p style="text-align: center;">June 16, 2000</p>		
SUBJECT <p>Acquisition of Excess Federal Property</p>		SUPERSEDES 	DATED
TITLE <p>State Equipment Fleet</p>	CHAPTER <p>SEF Procurement</p>	APPROVED BY <p style="text-align: center;">Signature on File</p>	

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 Property Management Office:	Ensure agency compliance with procedure.

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

