



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Surplus Property	AUTHORIZED BY:
POLICY : C-8	PAGE: 1 of 1
ISSUED: November 1, 1990	REVISED: May 1, 1994

I. General Statement

Employee procurement of surplus property through sealed bids or public auctions may raise conflict of interest questions. This policy reduces the potential for or appearance of improper activities related to the transfer of surplus property to the public.

II. Guidelines

Office of Administration employees who have been authorized by division directors as Being responsible for approving the transfer and disposal of their division's surplus Property, are prohibited from submitting sealed bids or bidding at State Surplus Property Auctions administered by the Office of Administration. Other Office of Administration employees may not bid at State Surplus Property auctions if they are also working at that auction. This prohibition extends to any member o the employee's immediate family living at the employee's place of residence. This prohibition does not apply in those instances where the employee or member of the employee's immediate family is acting solely as agent for an eligible donee registered with the State Agency for Surplus Property.

Employees of the Missouri State Agency for Surplus Property shall not purchase by bid or By auction, any Federal Government property or State Surplus Property controlled or administered by the State Agency for Surplus Property. This prohibition extends to any member of the employee's immediate family living at the employee's place of residence.