
To: All Appointing Authorities

From: Tammy Brown, Business Operations Administrator

Cc: Christian Selch, Deputy Director

Date: August 23, 2013

Subject: Centrex Phone Surplus Turn-In

The mission of State and Federal Surplus is to provide state agencies with a simple process for removing property from their inventory, an audit trail, and a way to redistribute property to other agencies, eligible tax supported institutions, or sell the assets to the general public.

Since February 2013, State and Federal Surplus has been working with the Office of Information Technology to ensure that Centrex phones no longer needed by the Agencies/Departments are collected, distributed and/or sold properly and, when applicable, revenue is returned to the organization.

In keeping with our mission, we would like to assist you in making your turn-in of Centrex phones as expeditious as possible. Below are some steps that will assist you in making a smooth transition:

1. Upon notification of transitioning from Centrex phones to VoIP:
 - Contact Kim Murray, Program Assistant, Point of Contact (POC)
 - Contact Information: (614) 466-6570, kim.murray@das.ohio.gov
 - The POC will answer any questions, provide assistance on how to do the Surplus Turn-In process and direct concerns to the applicable parties.

2. Complete the ADM3672 Surplus Property Turn-In document

3. Place all phones in an appropriate sized box, close the box, and deliver the box to:
 - Contact: Jim Rooker or Tom Lowery
 - Time: 8:00 a.m. to 4:00 p.m.
 - Location: State and Federal Surplus, 4200 Surface Road, Columbus, Ohio 43228

Please do not hesitate to contact Kim Murray, Program Assistant, at (614) 466-6570 or kim.murray@das.ohio.gov, if you have any questions or need additional information.

Thank you in advance for your time and we look forward to assisting you with the proper disposal of your Centrex phones.