Date: June 17, 1999

To: ARDC Unit Managers
ARDC Advisory Committee
Department Heads with Programs at the ARDC
Dale Vanderholm
Stuart Hoff

From: Dan Duncan

Re: Surplus Equipment Procurement

Stuart Hoff has accepted the responsibility of managing our surplus vehicle program through the USDA. If you have a need for items, please contact Stuart. The process we will use for procurement is as follows:

1. Orders will be filled in the order in which Stuart receives them, to the extent they are available from USDA.

2. If you have requested a vehicle, you must identify which vehicle will be replaced.

3. If the request for a new vehicle will add to your current inventory numbers, the request must have the approval of your department head before we will attempt to fill your request. This will enable us to justify any increase in vehicles and promptly respond to questions regarding the number and use of vehicles on the ARDC.

4. We will bill your department for any costs incurred in getting the vehicles or equipment to the ARDC. In addition, we will charge $50 per vehicle acquired to cover the time, expenses and record keeping Stuart puts into the acquisition and yearly reports. Stuart will inform you as to what the charge will be and seek your approval before acquisition.

5. All surplus property will be returned to Stuart’s control for proper disposal when you no longer have a use for the property.

It appears that Stuart has made the necessary connections to enable us to once again participate in this program on an active basis. Please follow these guidelines to help minimize the time he spends working on this program.

Thanks!!!!!!!