

Procedure for Administration of Digital Swap Shop

Intent

This procedure is intended to provide a guideline for the administration of the Digital Swap Shop by the Property Office within Procurement & Support Services. Through the Public Surplus website, SF State has launched an online platform called Digital Swap Shop for faculty and staff to exchange unwanted or surplus items at no cost. This initiative will support cost savings, efficiency, and sustainability. This procedure supports the Digital Swap Shop Practice Directive.

Scope

This procedure is a guideline for the administrator of the Digital Swap Shop.

Definitions

Digital Swap Shop is the initiative SF State's Procurement department is launching to allow faculty and staff to exchange surplus items. Campus users will not have to pay anything to participate in the Digital Swap Shop, nor will they be allowed to charge for items they put up for auction internally.

Public Surplus is an online government surplus auction system. See <http://www.publicsurplus.com/>

Procedure

The Property Office within Procurement & Support Services will serve as the administrator of SF State's Digital Swap Shop. The administrator will be responsible for moderating the Digital Swap Shop.

The administrator's responsibilities include:

- I. Flagging the following types of items posted in the Digital Swap Shop and removing the posts*:
 - a. Personal items/items that are not University property
 - b. Items containing hazardous materials
 - c. Items that are dangerous or in bad condition

*note: The Digital Swap Shop administrator should use his or her professional judgment as to whether items posted fall into any of the categories above. If the administrator is unsure, the administrator should contact the individual who posted the item to make a determination.

- II. Identifying auctions of office furniture that do not list whether the furniture is ergonomically correct and contacting the campus user who posted the item to ensure that the campus user revises the post to include this information
- III. Tracking items that have an asset tag:
 - a. Maintaining an up-to-date list of auction items posted that have asset tags (as denoted in the "Item Code/Tag" field in the post). The list should include:
 1. The auction posting number
 2. The title of the item
 3. The asset tag code

4. The name of the person who posted the item
 5. The date posted
 6. The date claimed by another campus member, if applicable
 7. The name of the person receiving the item, if applicable
- b. If a [Property Relocation or Transfer Form](#) is not received by the Property Office within one week of the item being claimed, contacting the individual who is giving the item away to remind them to fill out the form.
 - c. If the proper form is not received within two weeks of the item being claimed, contacting both the individual giving the item away and the individual receiving the item to ensure the Property Office receives the [Property Relocation or Transfer Form](#).

IV. Creating reports:

- a. Generating reports and reviewing them weekly, at a minimum. Reports will include the following:
 1. Quantity of auction items posted
 2. Quantity of auction items accepted
 3. Types of items posted (e.g., furniture, office supplies)
 4. How often specific departments or divisions posted items
 5. Estimated item cost
- b. Posting a summary report on the Procurement website once a month. This report should be a concise analysis of the past month's activity on the Digital Swap Shop and should contain at least one visual representation, such as a chart or graph.

Related policy instruments

Digital Swap Shop Practice Directive

Public Auction Practice Directive

Public Auction Procedure

Procedure for Viewing and Bidding on Internal Auctions on Public Surplus

Procedure for Creating Internal Auctions on Public Surplus

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