Procedure for Creating Internal Auctions on Public Surplus

Intent

This procedure is intended to provide instructions for faculty and staff on how to create auctions on their Public Surplus account. Through the Public Surplus website, SF State will launch an online platform 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 applies to faculty and staff who wish to use the Digital Swap Shop. This procedure does not apply to students.

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/](http://www.publicsurplus.com/)
Procedure

1. First, go to the Public Surplus login page and enter your login information at:
   https://www.publicsurplus.com/sms/login/login?&dst=/browse/home

2. After you have logged in, click on Auctions in the top right corner.
3. Once you are in Auctions, click on Sell in the top right corner.

4. You will see a page entitled Create Auction, as shown below.

5. Next, determine the Duration of the auction by selecting how long you would like the item to be up for Internal Reallocation. The values for both Domain Group: California CSU's and for Domain Group: Higher Ed Surplus should remain at 0. All Price fields must remain at 0.00.
6. Under the header entitled Public Auction Duration, select “not for public auction” from the dropdown menu under Time Frame. Under End Time, select any time you choose (this time does not matter, as the item will not be released for public auction regardless).

7. From the Category dropdown menu, select the category that best describes your item.

8. Under the header entitled Content, you should describe your auction item to the best of your knowledge and ability.
   a. Create a Title for your auction item.
   b. In the General Description section, please list:
      i. A brief description of the item;
      ii. Whether the item is ergonomically correct (for any questions, please contact Victoria Ramos at (415) 338-1545 or vramos@sfsu.edu); and
      iii. An estimated value of the item.
   c. You should also upload at least one photo. For instructions on how to upload photos, please see the screenshot below or follow the directions on the Public Surplus website.
   d. Also select the condition of the item. Items must be in fair, good, or excellent condition to be listed on SF State’s Digital Swap Shop.
   e. If the auction item has an asset tag, be sure to include it in the field entitled Item Code/Tag.
9. Next, ensure the Pick-up Location and Contact Information are correct.
10. Under Payment Details, select Tax Exempt.

11. Select a Quantity for your auction item(s).

12. Leave the field for Minimum Bid Amount blank.

13. Leave the field for Reserve Price blank.

14. Leave the field for Bid Deposit blank.

15. Next, click the Save icon at the bottom of the screen.
16. After the item has been saved, you should see the screen below. If you would like to correct any information on the posting, click on the Revise Item link. If you are satisfied with the information you have provided, click on Release Item to make the item available on the Digital Swap Shop. You will be prompted to enter your password in order to release the item.

**Related policy instruments**

- Digital Swap Shop Practice Directive
- Public Auction Practice Directive
- Public Auction Procedure
- Procedure for Viewing and Bidding on Auctions on Public Surplus