Intent

This procedure is intended to provide instructions for faculty and staff on how to view and bid on 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/
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

   ![Login page]

   **Watch out for Phishing Sites!** Always check the address bar before you login to Public Surplus. The page should be secure (https) and should always say in green “The Public Group LLC” as the example below shows.

   ![Phishing warning]

2. After you have logged in, click on Auctions in the top right corner.
3. Once you are in Auctions, you should be automatically brought to the tab that says on Current. If you are not, click on Current.

4. You will see all auctions currently going on. The auctions that have a yellow key symbol are Internal Auctions, that is, they are part of the Digital Swap Shop.

5. Click on the item you are interested in viewing. If you would like to view a larger version of the image of the item, click on the picture.
6. Once you have clicked on the item you are interested in, you will see a Description with detailed information about the item. You can also see where the item is currently located and who is offering the item. The campus user’s contact information is listed in case you would like to contact them about the item.

This clear ruler provides measurements in both inches and centimeters. It is 15 inches long and 30 centimeters long. The item is in good condition, with just a few scratch marks.

Condition: **GOOD**

Note: Click on picture below to view larger image.
7. If you would like to ask the person offering the item up for auction a question, or are interested in other questions that have been asked, click on View/Ask Questions.

8. The page below will appear and will show any questions that have already been asked about the item. If you would like to submit a question, click on Ask a Question to proceed.
9. If you would like to bid on the item, click on the Submit icon.

10. You will be prompted to enter your password, as shown below. After you have entered your password, click Confirm Purchase.
11. Next, you will see Terms and Conditions. If you read the document and would like to accept the conditions, click the Accept icon.

12. Congratulations! You have completed an Internal Auction in the Digital Swap Shop. You will see the following screen and will receive a confirmation email from the Public Surplus website. Coordinate with the campus user you are swapping with to arrange for pickup of the item.
Related policy instruments

Digital Swap Shop Practice Directive
Procedure for Creating Internal Auctions on Public Surplus