



Public Auction

Division: Administration & Finance
Department: Procurement
Contact Information: (Stephen Smith / Director, Procurement & Support Services / (415) 338-3879 / scsmith@sfsu.edu)
Effective Date: (When the Practice Directive was enforced.)
Revised Date: (When the Practice Directive was last edited or revised.)

Authority:

[ICSUAM 5000.00 Contracts and Procurement](#)

[ICSUAM 5201.00 Fair and Open Competition](#)

Objective:

This Practice Directive is intended to provide an online platform for Colleges and Departments to auction unwanted or surplus items. This initiative will support return on investment, efficiency, and sustainability.

Statement:

The University leverages an online auction platform, Public Surplus, to provide a vehicle for campus community members to work with the Property Office in Procurement and Support Services to have items of value posted for the general public to bid on. Colleges and departments in turn will obtain the auction proceeds – less a nominal administrative fee.

The Property Office shall have the discretion to determine which items are suitable for public auctions. Campus departments must work through the Property Office in order to have their items posted to the general public for auction.

Campus community members shall ensure that any auction items posted on Public Surplus are in excellent, good, or fair condition. Public Surplus must not be used for unsafe, broken, or hazardous items.

Additionally, any campus community member putting an item up for public auction must complete a [Property Survey Request Form](#).

Items with Asset Tags

For items with asset tags, the campus community member creating an auction must complete a [Property Relocation or Transfer Form](#) once the auction closes.

Items Originally Purchased Through a Federal Grant

If the Property Office determines that the item is tagged as having been purchased through a federally funded grant, the Property Office will confer with the Office of Research and Sponsored Programs regarding the distribution of the proceeds.

Disposal of Unsafe or Broken Items

Departments are responsible for disposing of any unsafe or broken furniture or other items. For disposal of large items, contact Procurement at (415) 338-1833 to determine a moving solution.

Disposal of Hazardous Materials and Universal Waste

- To organize disposal of hazardous materials, contact the Environmental Compliance Manager from Environment, Health, and Safety (EH&S) at (415) 338-2565.
- A hazardous waste is a waste (expired, outdated, contaminated, or unwanted item) with properties that make it potentially dangerous or harmful to human health or the environment. See EH&S' page on [Hazardous Waste](#).
- Universal waste is a subset of hazardous waste. It includes wastes that are widely produced by households and many different types of businesses and academic institutions. See EH&S' page on [Universal Waste](#).
- For more information on management and disposal of hazardous and universal waste, see EH&S' [Hazardous Waste Management Procedure](#).

Procedures:

Public Auction Procedure

Searchable Words:

Public Surplus, auction