

Public Auction Procedure

Intent

This procedure is intended to provide instructions for faculty and staff on how to create public, or external, auctions on their Public Surplus account. Through the Property Office in Procurement and Support Services, faculty and staff may use this online platform to auction unwanted or surplus items. This initiative will support return on investment, efficiency, and sustainability. This procedure supports the Public Auction Practice Directive.

Scope

This procedure applies to faculty and staff who wish to use the Public Auction feature on Public Surplus. This procedure does not apply to students.

Definitions

Buyer – a member of the general public who submits the winning bid on the Public Surplus website

Public Auction is the term used for items sold to the general public on the Public Surplus website. Items may only be sold in a Public Auction provided the following:

- a) The item is in excellent, good, or fair condition, and
- b) The University Property Office agrees to post the item.

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

Seller – the campus community member whose item is sold to a member of the general public on the Public Surplus website

Procedure

1. Contact the Property Office at (415) 405-3584 to determine if the item may be sold in a Public Auction.
2. Provide the Property Office with any required information or pictures regarding the item. The University Property Office will work closely with the seller to decide the condition and value of the item.
3. The Property Office will post the item for Public Auction to the general public on the Public Surplus website.
4. Once a winning bidder is determined, the Property Office will put the buyer in touch with the seller.
5. For items with asset tags, the campus community member creating an auction must complete a [Property Relocation or Transfer Form](#) once the auction closes.
6. The item will continue to be stored at the seller's location until the buyer and seller arrange for pick-up of the item.
7. The buyer may be responsible for obtaining insurance and a mover for transportation of the item.
8. The Property Office will take a nominal fee from the proceeds of the auction, and the remainder will be returned to the department.

Related policy instruments

Public Auction Practice Directive