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/
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 must 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.

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. The location where the item may be picked up.
   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. The Pick-up Location and Contact Information are generated automatically – please make sure to include the specific location information in the General Description above.
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.

17. You will receive a confirmation email once your item has been bid on, which will have the winning bidder’s contact information. Coordinate with the campus user you are swapping with to arrange for pickup of the item. For smaller items, the campus user who is receiving the item should come pick it up. For larger items, contact the Procurement office at (415) 338-1833 to determine a moving solution for the item. The department receiving the item will be responsible for any expenses associated with moving the item.

   a. For items with asset tags, the campus members participating in the swap must fill out the Property Relocation or Transfer Form. The campus member who is auctioning the item away is responsible for submitting the form to the Property Office.
18. If your item is not bid on in the allotted time frame, you will receive an email notification from Public Surplus, which will provide a link with the option of posting the item again.

You can also relist your auction item by visiting the Auctions section, going to the Closed page and searching for your auction. Check the box to copy your item and click on the Copy Item icon or select “Copy Selected Auctions.”

19. The system will use the information from the old auction for the new auction you are creating. At the bottom of the page, select the Copy icon.
20. The item will be given a new auction number. To start the new auction, select Release Item, enter your password when prompted to do so, and the auction will begin.

**Auction #1891007 - Small Post-it notes**

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<th>Opening Price</th>
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<tbody>
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<tr>
<td>High Bidder</td>
<td></td>
</tr>
<tr>
<td># of Bids</td>
<td></td>
</tr>
</tbody>
</table>

**Seller**  San Francisco State University (CSU)  
[View seller's auctions]

**Terms and Cond.**  [View Terms and Conditions]

**Pick-up Location**  San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA 94132  
[Map It]

**Auction Contact**  Andrea Whipple-Samuel  
[415] 405-7339  
[Send Email]

**Payment**  
**Shipping**  Buyer must pickup item(s)

**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