**Procedure for Online Auctions**

**PURPOSE:**

This procedure describes the process to be followed to facilitate and conduct online surplus auctions for University departments.

 **SELLING PROCEDURE:**

# Responsibility

**Department** Read the Policy and fill out online request form, available at [www.kent.edu/procurement](http://www.kent.edu/procurement). Submit Online, Email, Fax or Mail this form to the Procurement Department.

**Procurement** Review the request form for anything needed from departments

Items to be auctioned can be anything from small items to large items such as: Furniture, Vehicles, Etc...

**Department** Take digital pictures of the item.

**Procurement** Forward all buyers’ questions to the selling department

**Department** Answer all buyers’ questions in a timely manner.

**Department** **Shipping:**

Department must arrange with Buyer a time for the buyer to pick up their item and All shipping arrangements are made by buyer.

 **BUYING PROCEDURE:**

**Responsibility**

**Department** **GovDeals.com** to keep up to date of item being bid on (use #**616**-also check the box next to it this is at the top of the page.) and this will bring up all items being sold from Kent State University.

**Procurement** At auction end, contact seller regarding payments.

Notify the buyer of the contact person to make arrangements pick up the item, after payment is made through GovDeals.

**Procurement** Feedback:

There is no feedback system.