



# Facilities and Operations **POLICY**

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	<b>Government Deals Surplus Posting Procedure</b>
Number:	<b>MU-FO-02.13</b>
Effective Date:	01/15/26
Last Revision Date:	N/A

**PURPOSE:** This Standard Operating Procedure (SOP) establishes a consistent, transparent, and compliant process for the Marshall University Receiving Department to post surplus items for sale on GovDeals. The objective is to maximize resale value, ensure regulatory and university compliance, and provide accurate information to potential bidders.

**SCOPE:** This SOP applies to all Marshall University Receiving Department staff involved in the identification, preparation, listing, monitoring, sale, and closeout of surplus property sold through the GovDeals online auction platform.

**REFERENCES:** N/A

**DISCUSSION:** Marshall University utilizes GovDeals as an approved online auction platform for the disposition of surplus property. Proper preparation, accurate descriptions, high-quality photographs, and timely communication are critical to maintaining bidder confidence, avoiding disputes, and ensuring efficient financial reconciliation. Items listed on GovDeals are sold on an "as-is, where-is" basis unless otherwise approved.

**PROCEDURE / POLICY:**

**A. Pre-Posting Checklist**

Before creating a GovDeals listing, staff must verify and document that:

- The item has been formally approved for disposal.
- No legal, grant, donor, or departmental restrictions apply.
- All data has been removed or securely wiped from electronic devices, if applicable.
- A minimum of five (5) clear photographs has been taken.
- For vehicles, verification has been obtained from Public Safety that the title is clear and there are no issues preventing the vehicle from being auctioned.

**B. Item Preparation**

1. Inspect the item thoroughly.
2. Accurately document the condition, including any defects, wear, or missing components.
3. Remove or obscure all confidential, sensitive, or university-identifying information.
4. Ensure the item is safe to store and display pending sale and pickup.

**C. Photo Requirements**

Photographs must be clear, well-lit, and accurately represent the item. At a minimum, include:

- Front view
- Back view
- Side views
- Serial number or asset tag (if applicable).



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- Close-up images of any damage or defects.

### **D. Creating the Listing**

1. Log in to GovDeals and confirm the correct Marshall University organization and location. An email address, and a pass code are required for access.
2. Once
3. Logged into the Marshall University account, the system will direct the user to the main dashboard.
4. Hit the “**Start A New Asset**” button located in the middle of the screen.
5. Fields that are in red and have asterisk are mandatory on this screen. They include:
  - Category (use drop down to select the correct category)
  - Short Description
  - Status (drop down will allow you to place on **Hold, Send to Sale, Set for Review, or Create a Template.**)
  - Is this a group of items? (Choose YES if posting includes more than one item.)
  - Long Description
    - In the Long description field include:
      - . Specifications and dimensions (if known)
      - . Quantity
      - . Condition and known defects
      - . Items included and excluded from the sale
      - . A statement indicating the item is sold "**as-is, where-is**".
      - . A statement indicating Marshall University makes no guarantees regarding functionality.
      - . Pick up hours: Pickups are by appointment only. Marshall contact person can be reached Monday through Friday, 8:00 am-3:00 pm.
      - . All other fields in this section are optional but should be completed when applicable. Enter the Inventory ID if the item is listed on the Marshall Capital Asset Inventory. Include Serial number(s), if applicable.
6. Enter the correct pickup location and Receiving Department contact information.
7. Media field—Pictures should be taken using the Shipping & Receiving digital camera and uploaded to the GovDeals website.

### **E. Pricing and Auction Settings**

- Auctions should be listed with no reserve whenever possible.
- Reserve prices require prior approval of Shipping & Receiving Manager.
- Auction duration should be set between seven (7) and fourteen (14) days.
- Avoid ending auctions on weekends and holidays.
- Always choose “YES” yes to auto extend auction.

### **F. Terms and Conditions**

All listings must clearly state that:

- The buyer is responsible for full payment, removal, and transportation.
- Items must be picked up by appointment only.
- Shipping is not provided by Marshall University unless specifically stated.

### **G. During the Auction**

1. Monitor bidder questions and messages daily.
2. Provide accurate and timely responses through the GovDeals platform.



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3. When responding to bidder inquiries, never disclose reserve prices.
4. Do not edit listings after bids have been placed unless approval is obtained from management or GovDeals support.

### **H. Post-Auction Process**

1. Confirm receipt of payment through GovDeals. Payment status is available on the GovDeals dashboard.
2. Coordinate and schedule the pickup appointment with the buyer.
3. Verify the buyer's identification at the time of pickup.
4. Obtain a signed release or pickup confirmation before releasing the item.

### **I. Financial Closeout**

1. Record sale proceeds in accordance with Marshall University financial procedures.
2. GovDeals checks should be forwarded to Facilities & Operations Assistant Director of Business Operations.
3. Retain documentation per university records retention requirements.

### **J. Common Errors to Avoid**

- Inaccurate or incomplete item descriptions
- Poor quality or insufficient photographs
- Failure to disclose known defects
- Incorrect pickup location or contact information

**Note:** Accuracy and transparency increase bidder confidence and typically result in higher final sale prices.

### **REVISION HISTORY:**

- 01/15/2026 – Initial Revision.