

## **Policies for Public Surplus Sales**

*(Also refer to the “Surplus Sales Terms and Conditions”)*

### **Pricing/Payment Policies**

- All non-bid items will be sold to the public on a first come, first served basis.
- Items priced less than \$10 will have a small square price tag. These items must be brought to the register for checkout.
- Items priced \$10 and higher will have a pink and white perforated tag. Customers intending to purchase an item must write their name and phone number on both tag sections and remove the white section. Customers should retain the white section and bring it to the register for checkout. Removal of pink tags from items is not permitted.
- Items marked with ONLY a pink tag are not available for purchase.
- Price signage will be clearly posted for any items not individually tagged. These items must be brought to the register for checkout.
- Quantities may be limited on certain items. Holding additional tags beyond the quantity limit is not permitted.
- Items will not be reserved or "held" for individuals.
- Photo ID (State ID or driver's license) may be required at time of payment.

### **Possession/Transportation Policies**

- The University is not equipped to ship items, or prepare items for shipping. Buyers will be solely responsible for loading and transportation arrangements. The University will not be responsible for items after buyer takes possession. Allow sufficient time to load items into vehicles before close of business on the day of the public sale. University staff will be available to assist with moving purchased items to the dock; however University staff is unable to provide services such as:
  - Loading items into vehicles.
  - Moving or rearranging existing items in vehicles.
  - Removing seats from vehicles.
  - Tying down items to trailers, vehicle roofs, or trunks.
- Buyers failing to remove items from the University's premises by the close of the business day shall forfeit their rights to the purchased items without refund and shall be declared a default buyer.
- Parts from one item may not be removed for purchase with another item.
- Buyers are not permitted to discard unwanted items into University dumpsters. Additionally, scavenging or scrapping from University dumpsters is not permitted.