



Auction Request Procedures

Before the auction: The Capital Asset Management Office (CAM) will need the name and phone number of the primary contact for eBay services at the district level, along with a secondary contact at the school level. One of the contacts will be listed on the individual auction and answer any questions or arrange inspections from potential bidders.

School/School District will be responsible for the following:

- Taking digital photographs of auction item(s) and email them to CAM office.
- Filling out Auction Request Form to provide detailed information on item(s) including, but not limited to:
 - Make, model, serial number, quantity, approximate purchase date, specifications and special components, any known defects, and working condition.
- Erasing all computer hard drives. District or school must fill out a Hard Drive Erasure Confirmation Form and include it with the Auction Request Form.
- Providing CAM with the desired starting price of the auction item(s).
- Packing/palletizing of equipment. ESBOCES can package/palletize at an additional fee.

When all of the correct forms and photographs are received by the CAM office, the CAM will provide the district and/or school contact a confirmation by email.

During the auction: If potential buyer(s) email CAM with questions regarding the auction or wish to inspect the item(s), the potential buyer will be directed to the district or school contact via email for reply.

After the auction: After each successful auction, CAM will notify the district/school contact of the following:

- Buyer and the buyer's contact information
- Final selling price of item(s)

District/school will notify CAM of the following to close the auction:

- Date of arranged pick up

Fees for BOCES/Auction Service:

- 15% of final sale price for each listing of \$50, whichever is greater. (This fee **excludes** all auction listing fees.)

Net proceeds will be sent to district quarterly. All items are sold "as is."

Important Note: Please review your district's policy on the disposal of district assets and emailing items to BOCES for auction.