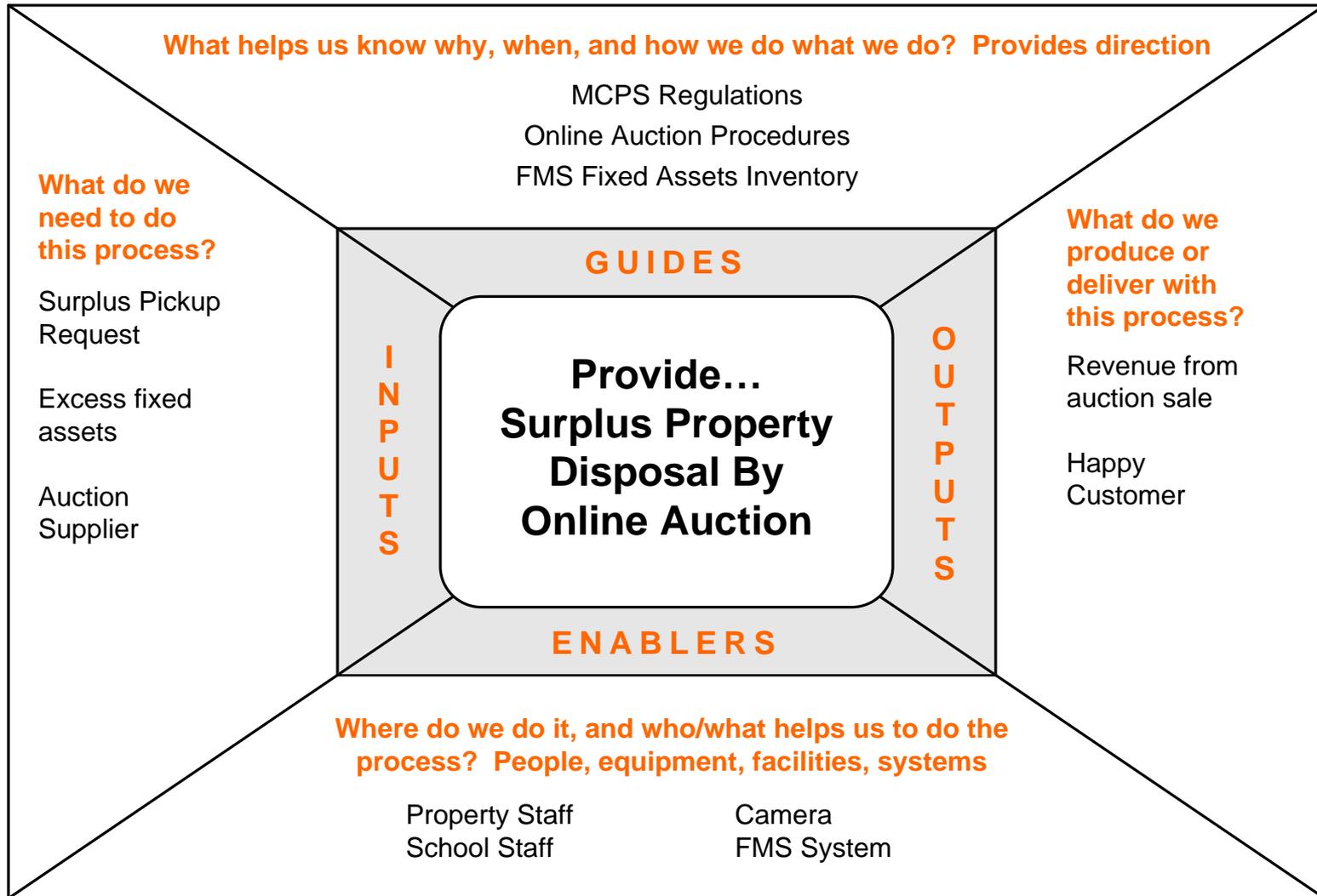


Process Begins when

Item declared surplus and disposal requested

Process complete when

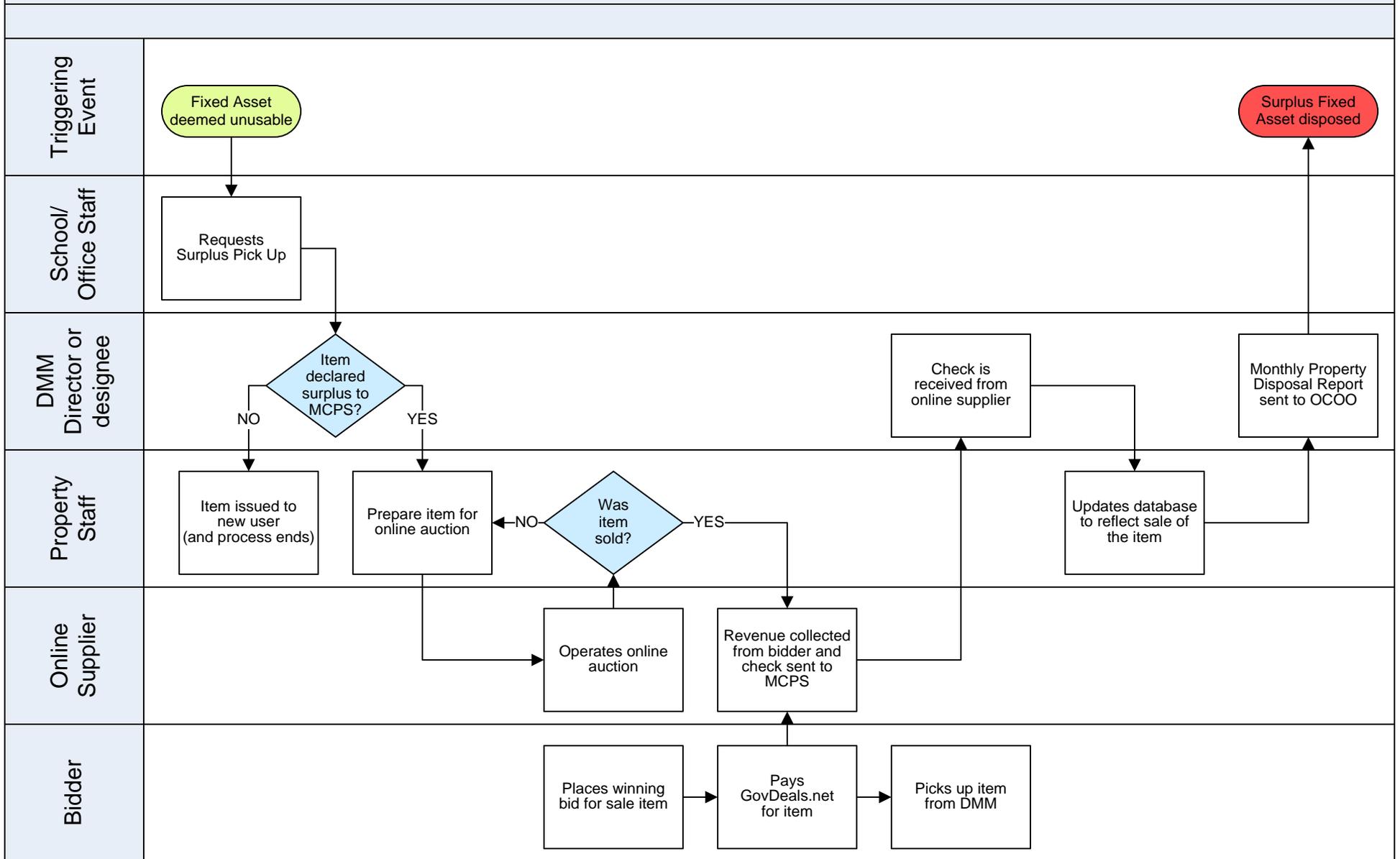
Item disposed of by MCPS



Performance Measures



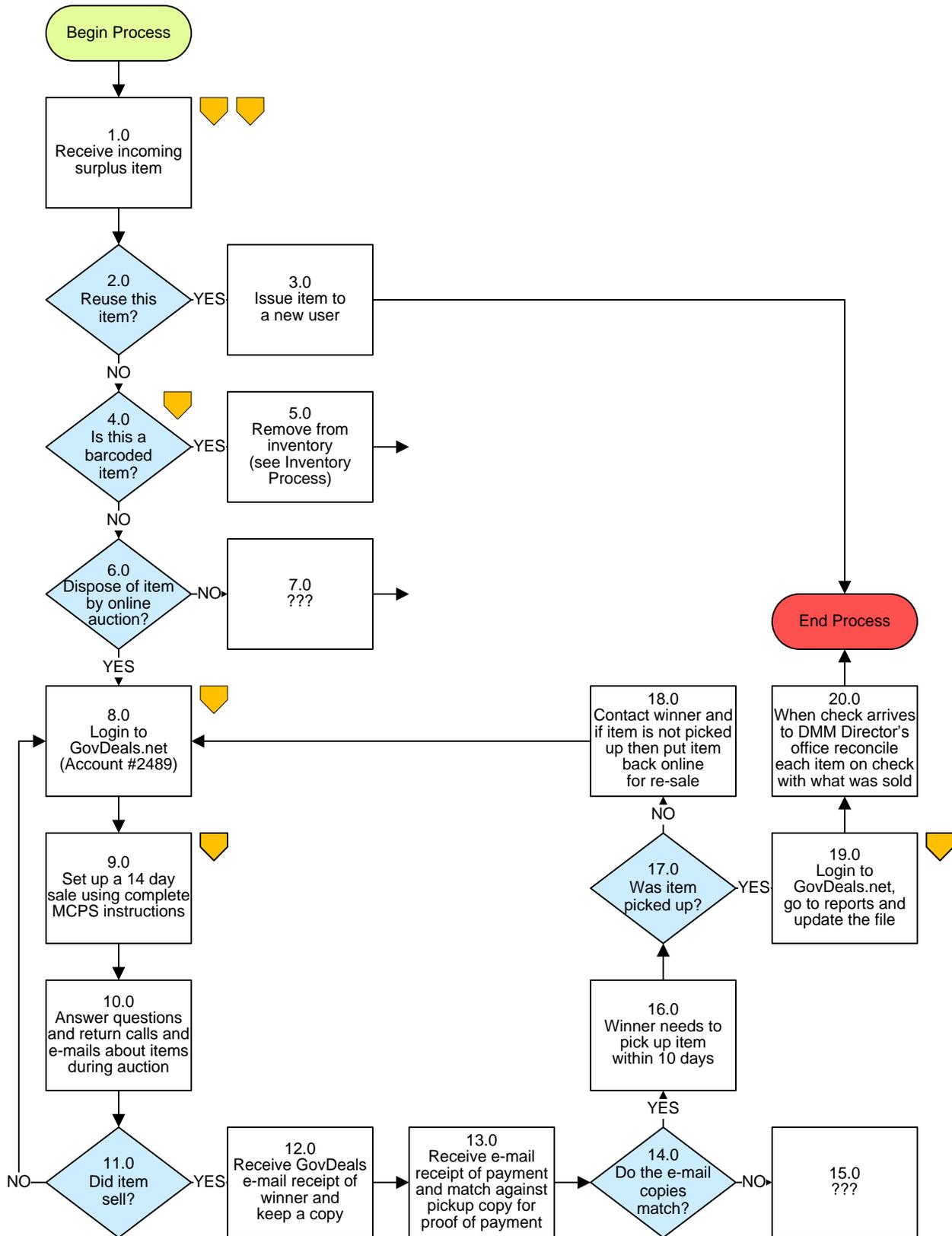
Property: Surplus Property Disposal by Online Auction



 To Sub Process

 Return to IGOE

Property – Surplus Property Disposal by Online Auction



To Details 1



Return to Key Process

Property – Surplus Property Disposal by Online Auction

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Receive incoming surplus item

These items are come from various sources including: MCPS Delete Form 234-17, by e-mail, summer moves, Surplus pickups, etc.

Step 2.0: Reuse this item?

If yes, proceed to step 3.0. If no, skip to step 4.0.

Step 3.0: Issue item to a new user

This ends the process.

Step 4.0: Is this a barcoded item?

If yes, proceed to step 5.0. If no, skip to step 6.0.

Step 5.0: Remove item from inventory (see Inventory Process)

Needs text.

Step 6.0: Dispose of item by online auction?

If yes, skip to step 8.0. If no, proceed to step 7.0.

Step 7.0: ???

This ends the process.

Step 8.0: Login to GovDeals.net (Account #2489)

Enter User ID and password to gain access to MCPS seller account.

Step 9.0: Set up a 14-day sale using complete MCPS instructions

See MCPS instructions and follow step by step to accurately commence a sale.

Step 10.0: Answer questions and return calls and emails about items during auction

Answer questions from potential buyers as they arrive.

Step 11.0: Did item sell?

If yes, proceed to step 12.0. If no, return to step 8.0 to re-sell this item.



To Details 2



Return to Key Process

Step 12.0: Receive GovDeals e-mail receipt of winner and keep a copy

Needs text.

Step 13.0: Receive e-mail receipt of payment and match against pickup copy for proof of payment

When the winning bidder arrives to pick up the item it is important that you compare the "Receipt of Payment" email from GovDeals with the winner's copy to verify payment.

Step 14.0: Do the e-mail copies match?

If no, proceed to step 15.0. If yes, skip to step 16.0.

Step 15.0: ???

This ends the process?

Step 16.0: Winner needs to pick up item within 10 days

Winners pick up items at the Department of Materials Management.

Step 17.0: Was item picked up?

If no, proceed to step 18.0. If yes, skip to step 19.0.

Step 18.0: Contact winner and if item is not picked up then put item back online for re-sale

Contact winner to inform them that the 10-day pickup window has expired and that they need to pick up item as soon as possible. Tell them that if the item is not picked up then a credit will be issued and the item will be sold.

Step 19.0: Login to GovDeals.net, go to reports and update the file

Needs text.

Step 20.0: When check arrives to DMM Director's office reconcile each item on check with what was sold

Seller's fee for each item is 7.5% with the exception of any item selling for less than \$10.00. A minimum fee of \$5.00 per item is charged for each of these smaller items.



[Return to Details 1](#)



[Return to Key Process](#)