

## Furniture/Equipment Re-Use Program

*The Furniture/Equipment Re-Use Program was created in an effort to redeploy furniture and equipment no longer utilized by SJSU departments. With this program, department have the option of transferring unused furniture and equipment to other departments or selling items at a Public Surplus Auction.*

*This document contains information on the process of surrendering surplus furniture and equipment. It also provides instruction to both SJSU departments and the public for viewing and bidding on San José State University furniture and equipment available for redeployment.*

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### Surrendering Surplus Furniture/Equipment

Departments begin the process of surrendering surplus furniture or equipment by completing a [Property Survey Report form](#) and submitting it to the Property Office. The Property Coordinator will determine the proper course of action in handling of furniture or equipment no longer being used. If the furniture or equipment appears to have value, the Property Coordinator will forward the Property Survey Report to the ReUse Coordinator, who will put the property up for auction.

### Public Surplus

Public Surplus is a user-friendly website designed to assist government agencies with the disposal of unused or unneeded furniture and equipment. Here, users can log in to view and bid on items for auction. San José State University is utilizing two types of internet auctions: Internal (Campus) and Public.

#### Internal (Campus) Auction

If a department would like to outfit their space for a cost savings (compared to buying new) consider purchasing items through the Internal Auction. Unwanted departmental items are posted on the Internal Auction website for 7-14 days.

#### New Users

Individuals using the Internal (Campus) Auction for the first time must register through [SJSU Public Surplus](#). Use the following registration code: TORN 52 MILD 10 . Once registered, you will receive a verification email which provides you with an authentication password. This password will only need to be entered once; after that you will use the password you've selected to access the internal auction site. Once you've verified your account, you will enter the internal auction. You will need to select the region and agency to view [SJSU Internal Auction](#) site.

#### Established Users

If you are already a registered user, you may log directly into the [SJSU Internal Auction](#) site.

Campus redeployment of surplus furniture is on a first come, first served basis. The first department to indicate they want an item will receive the item. Once claimed, the ReUse Coordinator will contact department regarding the delivery of item.. For questions on the Work Request, call 408.924.1990.

#### Public Auction

Items not claimed for campus use in the 7-14 day time frame are placed on Public Auction for 2 weeks. Please note that items placed on Public Auction can be purchased by SJSU faculty & staff for

personal use. Public users will need to establish a username and password to access the [Public Auction](#) site.

Items are awarded to the highest bidder. Items must be paid for and picked up within 10 days of auction closing or the item is awarded to the next highest bidder. To pay for an item, go to Cashiering Services, located in the Bursar's Office on the first floor of the Student Services Center ([see map](#)). Payments must be in the form of cash, check or money order.

Auction winners must make arrangements to pick up purchased items from the Shipping & Receiving Department ([see map](#)). Items may be picked up Thursdays or Fridays (excluding national holidays) between the hours of 9:00 am – 12:00 pm and 1:30 pm – 3:30 pm; no appointment is necessary. Items will only be released with a receipt of payment (provided by Cashiering Services).

## Contact

For questions regarding this process, please contact Furniture/Equipment Re-Use Coordinator at 408. 924.1562.