

MISSISSIPPI STATE UNIVERSITY®

GovDeals Checklist

Why Sell on GovDeals?

Got equipment sitting around collecting dust? Taking up valuable space?

Instead of letting it go to waste or sending it to surplus disposal, why not turn it into opportunity?

Listing your items on GovDeals helps:

- Clear out space in your department
- Generate funds to support your budget
- Extend the life of usable equipment
- Keep items out of the landfill

One department's surplus could be someone else's solution and your next funding source!

What to Send?

Required Information:

- Asset Number(s)
 - Please provide serial numbers if no asset number available
- Detailed description
 - What is it?
 - If lotted, list of items included
 - Known issues/operational ability
 - Reserve amount (If applicable)
- Fund, Org, Program, Activity for deposits
 - Cannot deposit proceeds to 30 funds
 - Please provide with each sale request
- Point of Contact information
 - Name
 - Phone
 - Email
- GovDeals Vehicle Inspection Form (Vehicles Only)
 - Can be found on property.msstate.edu/forms

Required Media:

- Photos (more is better)
 - Overall
 - Each side
 - Any data plates
 - Any damage
- Vehicle(s) Photos
 - Interior
 - Odometer
 - VIN
 - Engine/Tires/Etc
- Short video of engine starting and running
 - Strongly recommended for mechanical items or vehicles

What Happens Next?

1. Submit all documentation to the Assistant Property Officer (Receiving & Property Control).
2. Property Control reviews the asset for ownership and eligibility.
3. Approved paperwork is sent to the Bid Specialist (Procurement) for final processing and GovDeals posting.
4. Auction is posted for 20 days.

What Happens Next? cont.

5. Winning bidder pays GovDeals. Bill of Sale is sent to department contact by Bid Specialist.
6. Department contact schedules pickup with the buyer.
7. Buyer is responsible for loading and removal. Department personnel should not assist.
8. At pickup:
 - a. Buyer signs the Bill of Sale
 - b. Copy of driver's license is required
 - c. Verify name matches the Bill of Sale
9. After pickup, send the signed Bill of Sale and driver's license copy to the Bid Specialist (Procurement).
10. Funds are deposited monthly (in batches). Department contacts will be notified.
11. Removal from MSU inventory may take 1–3 months due to external approvals.

FAQ's

- Videos can increase engagement by up to 20%.
- Best selling typically include: vehicles, farm and lawn equipment, scientific equipment, etc.
- Not all items sell.
 - Listings that receive no bids or don't meet reserve may be re-posted (up to two times).
 - Market value is set by bidders — not perceived value.
 - Bids are never guaranteed.
 - Data carrying devices may not be permitted to be sold.
- When possible, GovDeals should be used before landfill disposal.
- Provide a clear, detailed description.
 - More detail = fewer questions.
- Need special stipulations?
 - Contact the Assistant Property Officer or Bid Specialist in advance.
- If someone else is picking up:
 - Get their name ahead of time (if possible)
 - Verify their ID at pickup
- Vehicle Reminders:
 - Leave decals on until the sale ends.
 - Remove decals carefully before pickup.
 - Avoid damaging the exterior/interior.
 - Clean out all contents.
 - Turn in fuel cards to your business office.
 - Remove the license plate and send it to the Assistant Property Officer for destruction.