



## **Auction Payment and Pick Up Procedure**

Congratulations on your winning bid. Fox Valley Technical College appreciates your participation in our auction. Listed below are the instructions for payment and pick up.

Public Processing, LLC, a third-party payment processing company, collects **ALL** payments for Fox Valley Technical College. If you choose to pay with a credit card please follow the instructions below. The credit card limit per transaction is \$4,000.00. For payments larger than this amount follow the instructions listed under Wire Transfers.

### Credit Cards:

Login to the Public Surplus site. Click on "**My Stuff**" and then click on "**Past Bids**". Click on the description of the auction and then click on "**Pay Online**" link located on the right hand side of the screen. Follow the steps to complete the transaction. A receipt will be emailed to you once the payment has cleared.

### Wire Transfers:

For payments over \$4,000.00 a wire transfer is required. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED!** If you need to do a wire transfer please email support at [buyersupport@publicsurplus.com](mailto:buyersupport@publicsurplus.com) asking for wire instructions or request the instructions via live chat. These instructions will be emailed to you. Please follow them exactly to allow for prompt payment. **A wire transfer can take up to 2 business days to be received and posted on the website, please do not go pick up your item until you have contacted the agency to ensure the wire transfer has been received.**

### Sales Tax

Applicable sales tax of 5% will be added to the amount due unless the buyer has provided a valid tax-exempt certificate to Fox Valley Technical College prior to payment.

### Partial Payments

There will be NO partial payments of an auction allowed. All auctions must be paid in full per payment process used per auction. For example, you will not be able to pay partially for an auction by credit card and pay the remainder by another payment method such as a wire transfer.

### Pick Up Procedures

- You will be notified upon receipt of payment. You may then contact the responsible party listed for that item and arrange for a mutually convenient pick up time.
  
- Buyer must remove auction item(s) from said agency's premises within **10 business** days from the time and date of issuance of the Notice of Award.



- Be sure to bring the Notice of Award with the Paid Receipt and personal identification such as a Driver's License or DMV ID to the pick-up location. The person releasing the item will require you to show all three documents. **You will need to bring these forms of ID with you or the auction item(s) will not be released to you.** If you are picking up an item for someone else, you will need all of the items listed in #1 (photo copies are acceptable) plus a note from the designated "winning bidder" specifically naming you as their authorized representative, along with your own ID.
- Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Notice of Award.
- The Buyer will make all arrangements and perform all work necessary, including packing, loading and transporting the property. Under no circumstances will Fox Valley Technical College assume responsibility for packing, loading or shipping.
- **Pick-up hours are by appointment only.** Property may be removed between the hours of *8 am* and *3pm*, excluding legal holidays. For additional information, please contact *Paige Buchman (920) 735-2498* or *auction@fvtc.edu*.
- If the Buyer, after making payment for an item, fails to remove the item within the specified time, the agency reserves the right (1) to retain any and all payments; and (2) to dispose of the item as deemed desirable.