

## Auction Payment & Pickup Procedures

**Payment.** Public Processing, LLC, a third-party payment processing company, receives all payments for Northcentral Technical College. Payment for an awarded item must be received **within five (5) business days** after the Notice of Award of the successful bid.

Payment may only be made online by credit card, or by wire transfer. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.** 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.

### **Payment by Credit Card**

Login to the Public Surplus site. Click on the **My Stuff** link and then click on the **Past Bids** link. Click on the description of the auction and then click on the **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.

### **Partial Payment**

There will be **NO** partial payments allowed for an auction. All auctions must be paid in full according to the specified payment process. 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.

### **Wire Transfers**

For payments over \$4,000.00, a Wire Transfer is required. 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.

### **Pick-Up Procedures**

You will be notified upon receipt of payment. Please allow 24 hours after auction payment for processing before attempting to pick up your item(s). Auction items may be picked up from Central Services at the Wausau Campus between 8:00 am and 4:00 pm, Monday-Friday, unless otherwise indicated on the auction posting. You, or whomever you authorize to pick up your items must bring to the pick-up location (1) the **Notice of Award**, (2) the **Paid Receipt** and (3) personal identification (such as a Driver License). **You must present all three identification items at the scheduled pick-up, or the auction item(s) will not be released to you.**

**Bid Deposits.** Northcentral Technical College may require bid deposits in order to ensure fairness to all bidders. The deposit will be reversed if no default occurs or the bidder does not win the auction. The deposit will be retained if the winning bidder defaults.

**Buyers Premium.** A Buyers Premium may be added to the final sale price with a \$1 minimum charge per auction to collect payment. If added, the premium will be visible during the bidding process and will be included in the payment required.

**State/Local Sales and/or Use Tax.** Northcentral Technical College may collect sales tax, unless the Buyer has provided a valid tax-exempt certificate to Northcentral Technical College prior to payment. If applicable, the sales tax will be visible during the bidding process and will be included in the payment specified.

**Removal.** Buyer must remove auction item(s) from the agency premises **within ten (10) business days** after the time and date of issuance of the Notice of Award. 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 all payments; and (2) to dispose of the item through another auction or otherwise. Successful bidders are responsible for packing, loading, removing and transporting of 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 must make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will Northcentral Technical College assume responsibility for packing, loading or transporting. For additional information, please contact **Northcentral Technical College at [auction@ntc.edu](mailto:auction@ntc.edu).**