



Conducting a Successful Yard Sale

Congratulations, you are about to conduct a yard sale! Because you work for a state agency, a state university or community college, or quasi state supported entity, you need to know legal process for completing this task. Below you will find the procedures you need. If you have any questions about the process or need help, please call me or my offices.

Yard Sale Steps:

1. Organize and sort items for sale
2. Determine what is marketable. Enter a "trash" request for trash items in the Asset Works system.
 - a. You might want to wait until after the sale for the disposal request
3. Send an email requesting/notifying SSPA you need to hold a yard sale
 - a. Include the sale date, time and place of the sale
4. You will work with us and agree on the pricing of items. We reserve the right to have the final say. Rule of thumb: Mark the price fairly, don't give it away.
 - a. Send list of property to SSP for review. We prefer an electronic version (excel or word). This can be a summary (ex. 30 desks, 12 file cabinets). However, fixed assets must be listed individually by asset #, description, acquisition date, acquisition amount and proposed sale amount.
5. You must notify the public:
 - a. Advertise the "Yard Sale" in local newspapers, or with flyers, signs and local publications, or social media for a minimum of 20 days in advance of the sale. Forward the advertisement to us.
 - b. List the types of property available, date, time, and place
 - c. List the type of payment you will accept (Cash, check, money orders)
 - d. Advise customers of preview opportunities (if any)
 - e. Property is advertised "AS IS, WHERE IS" with no warranty or guarantee
6. If applicable, make sure parking is available. You want lots of people at your sale.
7. You may want your local police to assist you with crowds, security, and money.
8. Organize your sale so customers have room to shop and check out.
9. Tag and price each item. Have a plan if the tag gets lost. A master list is helpful. Be prepared to retag items on the sale day.
10. You must document each item/lot sold and amount received for each item/lot
11. Provide copy of sales documentation and check for the total amount of the sales to State Surplus for processing.

Good luck with your sale!