CONNECTICUT
Administrative Services

# What to Do When Auction is Claimed ($0.00)

(Updated June 2025)

Registered agency surplus coordinators, municipalities, and nonprofits can claim auctions for $0.00.

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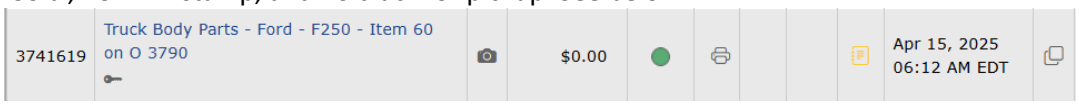
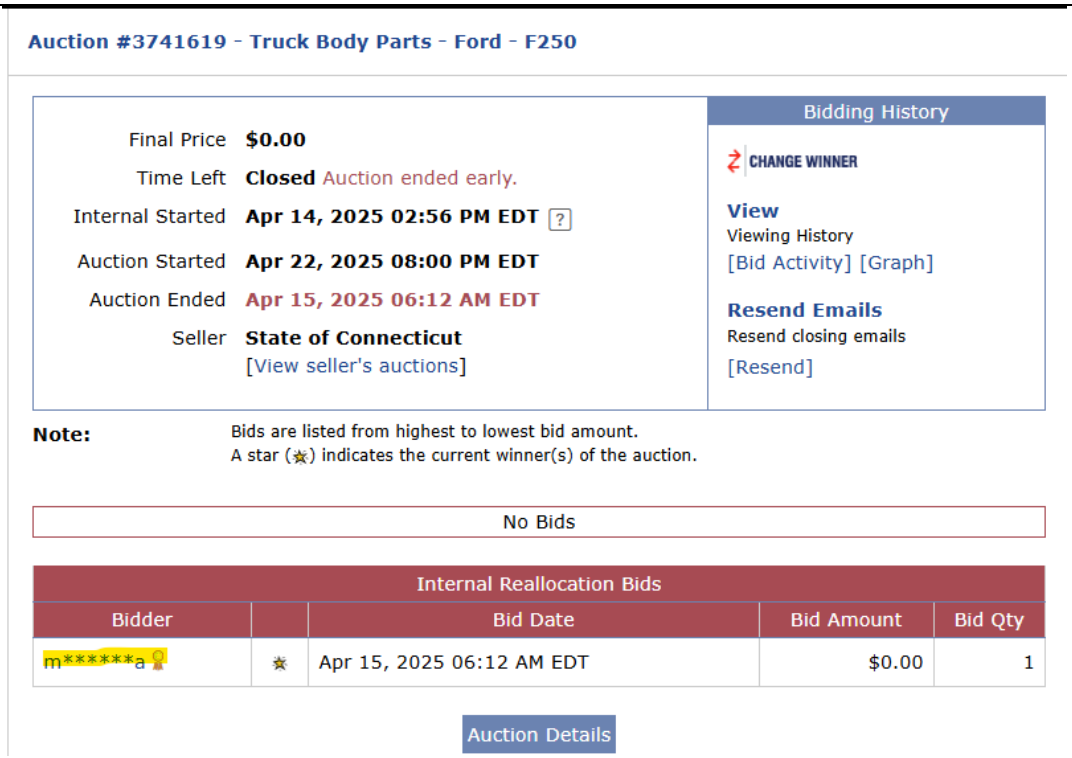
| 1. | **Find Closed Auctions**<br><br>On the blue header on the right, click Auctions to give you the gray header underneath. Click Closed to see all agency's closed auctions. NOTE: Default view is of past two weeks. For better search results, change the date range and then search for the intended auction number by Keyword search.<br><br>Determine if the closed auction is claimed. Auction will close at $0.00 with a green dot as 'Sold', no PAID stamp, and no truck for pickup. See below:<br>  |
| 2. | **Find claiming user contact**<br><br>• Click on the title of auction to see bid history page.<br>• Click on winning bidder to pull their contact information. See picture for reference: |

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| 3. | **Determine claiming user's tier**<br>• Is this user an agency? If so, continue to 4<br>• Is this user a municipality or nonprofit user? Skip 4, continue to 5. |
| 4. | **OSC's CO-64 Inter-Unit Transfer of Assets Form**<br>'Selling' agency and 'Purchasing' agency are to follow instructions and complete OSC's CO-64 Inter-Unit Transfer of Assets form. Each agency should retain a copy for their records. A copy should be saved on auction notes for audit purposes. |
| 5. | **Schedule Pick Up**<br>Claiming user can now schedule pickup of the item with the agency.<br>• Click on the Notes icon and make note of the pickup date/time.<br>• If someone is to pick up item other than named user who claimed auction(s), note it in the Notes icon as it is needed to verify I.D. at time of pickup.<br>• Print a copy of the Bill of Sale for each auction by clicking the printer icon for signature at time of pickup. Agency, municipality, and nonprofit claims on auctions **do not have a receipt.** Agencies are to use Bill of Sale for proof and completion of pickup of auction(s). |

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| 6. | **Pick Up Verification**<br>When person arrives for pickup of auction(s):<br>• verify their I.D. and have them sign the Bill of Sale.<br>• Scan/photograph the ID with the signed Bill of Sale. |
| 7. | **Attach ID verification and Signed Bill of Sale to Notes of Auction**<br>Go to the Close Auctions section and find the auction. Click on the Notes icon of the auction and add the scans/photographs as attachments. |
| 8. | **If you need to retire an item(asset) in Core**, you can now mark that item as retired due to Sale and give the Auction # as the authorization. |
| 9. | File your paperwork however appropriate for your agency for audit purposes. Paperwork needs to be retained per the CT State Library Records Retention Schedules guidelines. If you are unsure, please contact your agency's records management liaison officer. |