



Cochise County Procurement Department

Public Programs...Personal Service
www.cochise.az.gov

COCHISE COUNTY ONLINE SURPLUS AUCTION PROCEDURES

Cochise County holds public auctions for our surplus property, such as specialty equipment, computers, tables, chairs, desks, and more. All auctions and bids are conducted in accordance with Governing Board policies and Arizona regulations.

Payment:

Payment for an awarded item must be received within five (5) business days after notice of award.

PayMac, a third-party payment processing company, receives and processes ALL payments for County of Cochise.

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.

Partial Payments

There will be NO partial payments allowed for an auction. All auctions must be paid in full by 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.

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. Public Surplus will provide buyer the wire transfer instructions via email. Wire transfer can take up to 2 business days to be received and posted. Do not attempt to pick-up your item until you have received notification that the wire transfer has been received. Please follow them exactly to allow for prompt payment. For

additional assistance, please email support at buyersupport@publicsurplus.com asking for wire instructions or request the instructions via live chat. Additional wire transfer fees may apply depending on your financial institution.

Below You Will Find the Wire Transfer Instructions:

Automated Wire Transfer Instructions:

Listed below is the information you will need to complete a wire transfer to Public Processing to pay for item(s) purchased on www.publicsurplus.com. In the Memo section you **MUST** put the auction number(s) (example: Auction# 654324) of the items you are remitting payment for first then your name (Not Company Name) or user ID, (Write the full name Auction and not Auc as Auc will cause the bank to hold the wire). Failure to do this can result in delaying the payment for these items or having the wire sent back to your bank. Please be sure you double check the amount of your payment before you send the wire transfer as the wrong amount will cause significant delay or the payment may be returned

to your bank. If taxes are to be removed contact the selling agency to have this done before submitting payment. There may be additional charges from your financial institution to complete a wire transfer. You will be responsible for all charges related to wire transfers. Public Processing will not be liable for these charges.

Wire requests are received Monday - Friday, 9 am - 5 pm. Your payment may take up to 48 business hours to post. Once your payment has been posted you will receive a receipt of your payment by email. This receipt must accompany you when you pick up your surplus items. The terms and conditions for pick-up apply even after payment. Please make sure you adhere to each agency's terms and conditions and pick up your items in a timely manner. If you have any additional questions or assistance with this process, please contact us at 801-932-7000.

International Wires or ACH Payments will not be accepted.

Buyer Wire Instructions:

Name of Account:
Paymac, Inc.

Routing Number:
124001545

Account number:
102908156

Company Information:
Paymac, Inc.

Mailing address:

PO Box 530861,
Henderson, NV 89053

Bank Information:

Chase Bank.
PO Box 659754.
San Antonio, TX 78265

Wire transfer can take up to 2 business days to be received and posted. Do not attempt to pick-up your item until you have received notification that the wire transfer has been received.

Pick-Up Procedures:

1. You will be notified upon receipt of payment. You may then contact the responsible party listed for the auction item and arrange for an appointment to pick up items. Be sure to bring with you to the pick-up location (1) the "Notice of Award," (2) the "Paid Receipt" and (3) personal identification (such as a Driver's License). You must present all three identification items at the scheduled pick-up, or the auction item(s) will not be released to you.
2. If you are picking up an item for someone else, you will need all the items listed in #1 (photocopies are acceptable), plus a note from the designated "winning bidder" specifically naming you as authorized representative, along with your own identification. In addition, you must arrange for the winning bidder to send an e-mail from the winning bidder's e-mail address used for the auction stating that you are authorized to pick-up the item.

Removal:

Buyer must remove auction item(s) from the agency's 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 transporting of the property. Under no circumstances will County of Cochise assume responsibility for packing, loading, or transporting.