



How to Request Surplus from GSA

Here are directions to logon and register for the Public Surplus website, where you can view and request surplus for your agency. Registration is required to access the online system.

- 1 Go to [myvcweb](http://myvcweb.com), click on the **"Departments/Agencies"** link, and select **"General Services Agency"**
From the GSA Homepage:
 - ▶ Click on **"Quick Links"**
 - ▶ Click on **"Surplus"**
 - ▶ Select **"Surplus Program"**
- 2 Choose either the **"Register"** or the **"Already Registered"** button
Click on the **"Accept Terms"** button
- 3 To register, go to: publicsurplus.com/sms/venturaco,ca/register/employee. Use registration code: **AM 49 CANT 91**.
This code is intended for County reuse ONLY, not for general public use. If purchasing item(s) for personal use, it is highly recommended that you create another account and do not use this registration code.
- 4 Once registered, login at publicsurplus.com and follow these steps:
 - ▶ At the Surplus home page, go to **"Browse auctions within area"**
 - ▶ Click on **"Select Region"** – choose **California**
 - ▶ Click on **"Select Agency"** – choose **County of Ventura**
 - ▶ Click on **"View all auctions for County of Ventura"**
- 5 This will take you to **"Current Auctions for County of Ventura"**
- 6 Surplus available for reuse is identified with this **key** symbol: 
Multiple identical items will have this **Dutch shoe** symbol: 
Any item without the key symbol, and with a starting bid dollar amount, is for sale to the general public. Once a bid has been placed on an item, we DO NOT have the ability to stop the auction.

New surplus is normally posted each Tuesday.
Auctions close at 2:00 p.m.

Please feel free to call or email any of the Surplus staff with any questions.



1 Screenshot of the myvcweb website showing the 'Departments/Agencies' link and the 'General Services Agency' selection.

2 Screenshot of the registration page with 'Register' and 'Already Registered' buttons.

3 Screenshot of the 'Accept Terms' button.

4 Screenshot of the Public Surplus homepage with 'Browse auctions within area' highlighted.

5 Screenshot of the 'Current Auctions for County of Ventura' page showing a table of items for sale.

6 Screenshot of the auction table showing items with key and Dutch shoe symbols.

Auction	Title	Time Left	Bids	Current Price
1553085	HON Rolling Table - 10,662	1 min 33 sec	0	\$10.00
1553977	Herman Miller Table - 10,670	1 min 33 sec	1	\$30.00
1553983	Vertical File Cabinet - 10,672	1 min 33 sec	1	\$10.00

1571085	Pilot Ballpoint Pen Refills - 10,731 - 10,731	13 days 23 hours	0	
1571101	Avery Ballpoint Pen Refills - 10,732 - 10,732	13 days 23 hours	0	
1571892	Virco Folding Table - 10,733 - 10,733	6 days 23 hours	0	