

# LONE STAR AUCTION

<http://lonestaronline.com>

AgriLife Research & Extension Service can sell unwanted, obsolete, worn out or scrap equipment through the Lonestar Auction site.

- The sale will last 2 weeks.
- As in bid sales, any bid can be rejected. If a decline of the bid is requested, the item cannot be advertised in the auction again.
- There cannot be a minimum bid placed on the item.

The following requirements are needed to get the item(s) on the auction site:

1. AgriLife form AG 303 Request to Sell Inventory must be filled out and sent to the AgriLife Property Office.
2. A [spreadsheet](#) which the auction provides must be filled out for all items being sold.
  - a. The more information, good and bad about the equipment, the less calls received and less inspections will be ask for.
  - b. Put down the exact number of keys.
  - c. Need the full physical address for inspections & pickup.
3. If the item is a vehicle (car, pickup, van, suv, etc.) 4 pictures, front, back, side & inside, will need to be provided.
  - a. License plates will need to be removed and returned to the county vehicle registration office.
  - b. Decals will need to be removed before pictures of the side are taken.
4. Any other equipment will need only 1 or 2 pictures.
5. The Auction site prefers that items (excluding vehicles & farm equipment) be sold in multiples. Examples, 2 chairs, chair w/desk, 2 file cabinets, 4 cameras, etc. It is not mandatory, so if one item is to be sold by itself, just let the property office know and the auction will comply.
6. Lonestar will need a contact person, phone # & day and time ( this doesn't have to be every day or all day long) so bidders can call with questions, make appointments to inspect and set pickup arrangements.

7. The buyer has 4 days from the close of the auction, to pay and 7 days from the close to pick up items. If circumstances arise to delay the pick up, then the department can elect to work with the buyer on a suitable time.
8. The Property Office will forward the payment letter from Lonestar. The buyer must bring his receipt from Lonestar showing that he paid for the items. You may elect to see an ID.
9. If a vehicle is sold by a department on campus, the original title needs to be sent to the Property Office.
10. If a vehicle with a title is sold off campus, the title will need to be completed and signed (the top section on the back of the title) and an application for a title will need to be filled out and given to the buyer when he picks up the vehicle. Form can be found at the following address:

<http://www.txdot.gov/txdot/forms/GetForm?formName=/130-U.xdp&appID=/VTR&status=/reportError.jsp&configFile=WFServletConfig.xml>

- a. You will need to fill out fields 1-11 (with what's on the title)
- b. 14
- c. 15 (name and address that is on the title)
- d. 18 (name of selling agent – name on title)
- e. 21 – check box and then put amount sold for at the end of the line
- f. 22 – sign your name then print your name and agencies name(that is on the title) and date.

When Lonestar sends the Cash Management Office the 1 check for all departments sales, the Property Office will notify each department how much they got in order to do a deposit to be sent to Cash Management and how much is to be put on the AG 304 Sales form if there were any items sold that were on inventory