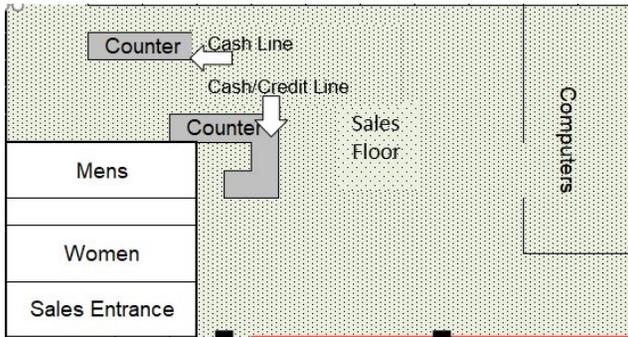


Sales Floor

Entrance to the sale floor is through the double doors just past the main lobby entrance or the single door to the right of the large bay doors.



Internal Sale Overview

University Departments may purchase Monday through Friday 7:30 am - 11:30 am and again from 12:30 pm - 4:00 pm except the preview Thursday before the public sale.

Public Sales are held the 2nd and 4th Fridays of each month from 8:00 am -11:00 am Jan - Oct and the 2nd Friday Nov & Dec

Requirements

In order to purchase surplus items for your department you must have one of these roles or obtain permission from your supervisor/manager.

- MarketPlace Shoppers Role
- AM Coordinator Role. To achieve the AM Coordinator role you must first attend FIN101.

Checking / Testing

Shelves have outlets, and customers can plug in items to test working condition. Desktop Computers may be opened at the Sales Desk by Surplus Staff to review internal contents.

Buying Instructions

All merchandise is sold at the marked price for that unit. No additional discounts. Items with a price tag that have a **red X** indicate there is a secondary larger tag. These larger tags may not be on the unit as we place them the day before the public sale.. To purchase that item bring the larger tag if available or write down the last six numbers of the tag marked with the **red X**. Please do not remove the smaller tag with the **red X** until after you purchase the item.

Departmental sales payment is controlled through the **Unity I.D.** Login and **project code** presented at time of purchase. A receipt will be given at time of purchase. The department will be billed separately for the purchase at the end of the month All purchased items must be removed from the premises within 5 business days of purchase.

Departmental Delivery

There is a fee for delivery and will be added to the receipt. The rate is determined by size and complexity of the delivery

After Your Purchase

If you are not taking the items immediately please fill out a sold slip per item purchased. Include contact information and the surplus tag number that has the price on it. We only need the last 6 digits. This will help us locate you items when removing them

Surplus Team Members are also available to help you with moving and loading your purchases.

Warehouse is **Closed** for Lunch from **11:30 -12:30**

A reminder the floor is **not open for departmental purchases** the Thursday prior to the public sale. The floor is frozen that day.

We welcome all staff and faculty and look forward to you visiting us soon

NCSU Surplus Store

3240 Ligon Street

Raleigh, NC 27695-7225

**(919) 515-9464 or
(919) 515-5525**

