

Treasure Valley Community College

Code: **DJD**
Adopted: 10/17/06
Readopted: 10/14/09; 3/30/10
Orig. Code(s): AR 300-24

Online Auction Purchases/Sales and Payment Procedures

Online Auction Purchases

The Business Office will maintain an official College account with both eBay and with Pay Pal. All official purchases on behalf of the College must be processed through these accounts without exception. Online auction purchases made outside of these accounts will not be eligible for reimbursement from College funds. Only auction items that can be paid via Pay Pal are acceptable, all other forms of payment must be pre-approved by the Dean of Administrative Services or the Comptroller before proceeding.

Staff wishing to bid on behalf of the College must first obtain approval through the College's procurement/requisition process with the item description, expected cost, and vendor noted as "eBay online auction." This approval can include an "open" purchase order to purchase up to a specific amount for a specific event (this is done to provide flexibility in the purchasing process). Once approval has been obtained for the purchase, the Business Office should be contacted.

After reviewing the approved requisition/purchase order, the Business Office will present the requesting party the login and password information for the official College eBay account. The Business Office will also log the bidding authority in the Business Office Online Auction Record. This record will remain open until notification is presented to the Business Office about the success of the auction.

At the end of the auction (whether successful or not), the bidder should report back to the Business Office with the details of the bid (print a copy of the ending bid result). If the bid is successful, the Business Office will access the College Pay Pal account and make arrangements for payment. If the bid is unsuccessful, that fact will be noted in the Business Office Online Auction Record.

The authority to use the College account for online auction purchases is made on a one-time basis only. Approval to use the site for other auctions (even for similar items) must be granted again by the Business Office.

Online Auction Sales

The Business Office will maintain an official College account with both eBay and with Pay Pal. All official sales of College owned equipment must be processed through these accounts without exception. Online auction sales of College owned assets made outside of these accounts may lead to disciplinary action and possible dismissal. All sale of College owned assets must be approved in advance in writing by the Dean of Administrative Services.

Staff or faculty wishing to access the College eBay account for asset sales should contact the Business Office.

Pay Pal Account/Reconciliation

The authority to process payments and receive payments through the College Pay Pal account shall reside with the Business Office.

The Pay Pal account password will be maintained by the Comptroller. The password will allow access to the account to receive and make payments. This authority should not be extended to the comptroller as that position has the ability to adjust accounts and is charged with reconciling the account.

At least monthly, the comptroller will reconcile the activity in the Pay Pal account with the Business Office Online Auction Record. All reconciliations are to be reviewed by the Dean of Administrative Services.

END OF POLICY

Legal Reference(s):

[ORS Chapter 279A](#)

[ORS Chapter 279B](#)

[ORS Chapter 279C](#)

[ORS 279B.055](#)

[ORS 341.290](#)