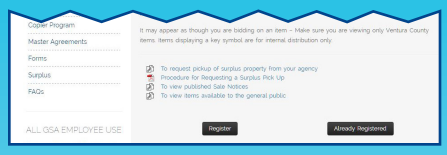
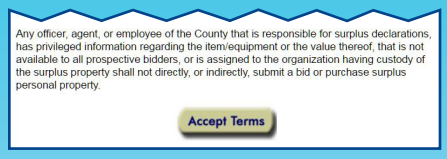
How to Request Surplus from GSA

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.

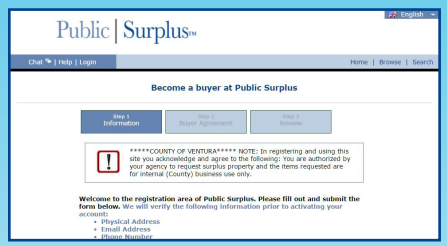
1. Go to **http://myvcweb/**, click on the **"Departments/ Agencies"** link, and select **"General Services Agency"**
   From the GSA Homepage:
   - Click on **"Quick Links"**
   - Click on **"Surplus"**
   - Select **"Surplus Program"**

2. Choose either the **"Register"** or the **"Already Registered"** button
   Click on the **"Accept Terms"** button





3. To register, go to: **http://www.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 www.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. Days 1–7 are for VC Agencies only. Days 8–14 are for VC Agencies and school districts. Days 15–21 are for the general public.

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

COUNTY OF VENTURA : GSA
VC Surplus

Monday – Friday: 8:00 am – 5:00 pm *Office (805) 645-1311* *GSAStore.Surplus@ventura.org*

***James Dorman** - Warehouse Supervisor* *(805) 645-1311* *James.Dorman@ventura.org*
***Chris Ramirez** - Mail & Distribution Manager* *(805) 654-3811* *Christopher.Ramirez@ventura.org*