GSA Auctions®
General Services Administration
Government Site for Auctions

IMPORTANT PAYMENT INFORMATION

GSAAUCTIONS.GOV CUSTOMERS

Payment in full must be received within **2** business days from the date and time of your email notification. Additionally, the property must be removed within **10** business days from the date and time of your email notification. If you fail to make payment or remove the property within the time specified, your contract will be automatically terminated and you will lose all rights, title, and interest to the property, and may be liable for liquidated damages.

Forms of payment. Payment is restricted to the following instruments: U.S. currency (no greater than $10,000); bank cashier's check; credit union cashier's check issued by a Federal or State chartered Credit Union; U.S. Postal Service or commercial money order; travelers' checks; properly endorsed United States Federal, State, or local government checks; Personal or company checks accompanied by a bank letter of guarantee; MasterCard, Visa, Discover/Novus, and American Express processed manually or on-line through the Department of Treasury's Pay.Gov™. Certified checks, bank drafts and debit cards with dollar limitations and/or requiring a PIN number, are NOT acceptable. All checks and money orders must be made payable to the General Services Administration.

A personal or company check will be accepted only when accompanied by a bank letter guaranteeing payment. This letter must be on bank letterhead and must state (1) that payment is guaranteed, (2) that the guarantee is valid for 30 days from the date of award, and (3) that the guarantee covers the purchase of U.S. Government personal property only. The letter must be dated, include the bidder's name, the amount the guarantee is for, date of sale and signed by a bank official authorized to guarantee payment.

If you wish to make payment by credit card, please fill out the information below and return this form by mail or fax to the Regional Sales Office responsible for the property as indicated on the web site.

Please DO NOT attempt to pick up the property or make shipping arrangements until you have received your Purchaser's Receipt and Authority to Release Property (GSA Form 27A). After your payment is processed, a copy of your receipt will be faxed back to you (if your fax number is provided below); otherwise, your receipt will be mailed.

Remember – Email is not Secure
WHEN PAID BY CREDIT CARD, ALL SALES ARE FINAL.

CARDHOLDER INFORMATION: Credit Card Number

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiration Date ☐☐ ☐☐ Total amount to be charged: $ _____
(Month) (Year)

Name as it appears on Credit Card (please print): _____

Authorized Signature: _____

Daytime Telephone Number: _____ Fax Number:_____

Sale Number:_____ Item(s) No.:_____

If the above Cardholder is not the individual purchasing the property above, the Cardholder must: fill in the name of the purchaser and sign the following statement:

I, _____, authorize _____ to use the credit card provided above as payment for the property above.

Cardholder's Signature: _____ Date: _____

----------Do not write below this line----------

Agency Use Only
Approval # _____ Date Processed _____
OK Number # _____ Processed By _____

Revised 8/26/2005