

University of Oregon

SELLING UO SURPLUS PROPERTY WORKSHEET

IMPORTANT: Each piece or unit must be marked "HOLD FOR SURPLUS SALE" and must be numbered; i.e. 1 of 6, 2 of 6, 3 of 6, etc. (how ever many pieces, if you have one, then number it 1 of 1).

PDR # \_\_\_\_\_ PDR form: http://baowww.uoregon.edu/Forms/pdr.pdf
Required

Please list the account codes to use when your vehicle sells: 1) \_\_\_\_\_ 2) \_\_\_\_\_
INDEX CODE ACCOUNT CODE

Department: \_\_\_\_\_

Name of person submitting this request: \_\_\_\_\_
Name Phone

Please list a department contact for any potential buyer who has questions on the below item(s):

\_\_\_\_\_
Name Email

If you are posting more than one item or unit, please check which option:

- 1) post them individually; after that one sells, post the next one : \_\_\_\_\_
2) post them individually, but post them all right now : \_\_\_\_\_
3) post them as one unit (group) right now : \_\_\_\_\_
4) Other: \_\_\_\_\_

Post initial minimum bid at: \$ \_\_\_\_\_
If the item(s) do not sell with your initial minimum bid, what price do you want to repost: \$ \_\_\_\_\_
OK to sell with no minimum bid? \_\_\_\_\_ YES \_\_\_\_\_ NO

Item name:

Item Description:

Item Specifications

Manufacturer:
Model:
Serial:
Dimensions: \_\_\_\_\_"W x \_\_\_\_\_"D x \_\_\_\_\_"H
Weight of unit:
List product features

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Working condition: (scratches, broken pieces, lose/broken knobs etc.)

Physical condition: (Be descriptive as possible for a successful ad)

Please submit a photo!

**Process:**

- Departments must offer and post all workable items to UO campus first before selling.
  - Posting site: [surplus@uoregon.edu](mailto:surplus@uoregon.edu)
  - Surplus instructions: <http://baowww.uoregon.edu/Surplus/SurplusInstructions.pdf>

1) To post a sealed bid or an ebay sale

- Send the following to the BAO Surplus Property Coordinator
  - Property Disposition Request (PDR) form: <http://baowww.uoregon.edu/Forms/pdr.pdf>
  - Selling UO Surplus Property worksheet
- BAO Surplus Property will post as a sealed bid or on Ebay for two weeks. If not sold, it will re-post at a lesser minimum for a week or more.
  - Once posted, BAO Surplus Property Coordinator will forward the posting link to the department
  - Department can forward this link to anyone who may be interested in the item (open to the public)
- Once sold, the department will be notified by the BAO Surplus Property with the amount.
  - The department may be asked to coordinate the pick up schedule date and time with the buyer. The buyer will acknowledge and sign the sold “AS IS” and hold harmless area on the Bill of Sale. The buyer will accept custody and receive the item(s).
  - The department will forward the signed Bill of Sale back to BAO Surplus Property Coordinator.

2) Departments must acquire permission from the BAO Surplus Property Coordinator to sell unique UO surplus property items at the department level. This entails additional instructions and the Bill of Sale form. <http://baowww.uoregon.edu/Forms/bos.pdf>

- This process is on a case by case basis and for unique items only
- The items must be offered to campus first
- The items cannot be solicited to only one recipient
  - Must provide documentation the items were offered to a minimum of three qualified recipients