

University of Oregon Vehicle sales-Sealed Bid

All UO signs, wording of CAMPUS, UO stickers, UO numbers and E-plates must be removed from the vehicle (For assistance contact Facilities Services 6-2300). All vehicles must be cleaned out, all personal property removed and photographed after the above has been performed. Vehicle e-plates must be forwarded to UO Surplus Property Coordinator / BAO Oregon Hall. Vehicles posted as running must have a workable battery.

This form and photographs must be submitted electronically to BAO Surplus Property/Shereé Johnson shereej@uoregon.edu

Property Disposition Request (PDR): # _____
Required

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

Vehicle information

Inventory asset #: _____ Year: _____ Make: _____

Model: _____ VIN: # _____

License: #E _____ Mileage: _____

Engine Size: _____ Transmission: Automatic or Manual

Purchase Price: \$ _____ Purchased Date: _____

Post initial minimum bid at (if any): \$ _____

If the vehicle did not sell with your initial minimum bid, what price do you want to repost: \$ _____

<input type="checkbox"/> Air Bags <input type="checkbox"/> Power Steering <input type="checkbox"/> Power Windows <input type="checkbox"/> Power Door Locks <input type="checkbox"/> Power Mirrors <input type="checkbox"/> Power Seats <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Tilt Wheel <input type="checkbox"/> Delay Wipers	<input type="checkbox"/> Cruise Control <input type="checkbox"/> AM/FM Radio <input type="checkbox"/> Cassette Player <input type="checkbox"/> CD Player <input type="checkbox"/> 4 x 4 <input type="checkbox"/> Rear Defroster <input type="checkbox"/> Cloth Seats <input type="checkbox"/> Leather Seats <input type="checkbox"/> Carpet	<input type="checkbox"/> Trailer Towing <input type="checkbox"/> Lift Gate <input type="checkbox"/> Spot Light (1 or 2) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Interior Color: _____ Exterior Color: _____
<input type="checkbox"/> Dents, describe: _____		
<input type="checkbox"/> Rust, describe: _____		
<input type="checkbox"/> Does this vehicle run, describe: _____		
<u>Other Information:</u> 		

Name of Department: _____

Dept contact name, phone & email address: _____

Address where vehicle is currently located? _____

Vehicle title: Does your department hold the title? Yes No

Process:

- Departments must offer and post all working vehicles to UO campus first before selling.
 - Posting site: surplus@uoregon.edu
 - Surplus instructions: <http://baowww.uoregon.edu/Surplus/SurplusInstructions.pdf>

- Send the following to the BAO Surplus Property Coordinator
 - Property Disposition Request (PDR) form: <http://baowww.uoregon.edu/Forms/pdr.pdf>
 - Vehicle Sale-Sealed Bid worksheet
 - 2-3 photo's (after all e-plates, stickers, wording and numbers have been removed)

- BAO Surplus Property will post as a sealed bid for two weeks. If not sold, it will re-post to Ebay for a week or more.
 - Once posted, BAO Surplus Property Coordinator will forward the posting link to the department
 - The 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 buyer's information and the amount.
 - **The BAO director will sign off on the title.**
 - BAO Surplus Property will forward the signed title and bill of sale to the department.

- The department may be asked to coordinate and schedule a pick up date and time with the buyer.
 - When the buyer arrives, the buyer will acknowledge and sign the "AS IS" and hold harmless clause on the Bill of Sale. The buyer will accept custody and receive the vehicle, vehicle title and all sets of keys.

- The department will forward the signed Bill of Sale to the BAO Surplus Property Coordinator by the next working day.

For 15 passenger vans on campus

In light of the fact that we have stopped purchases of 15 passenger vans on campus we are reluctant to offer these vehicles to campus.