



# BILL OF SALE FOR UNIVERSITY PROPERTY

Surplus  
Phone (541) 346 3190 Fax (541) 346-5820

### INSTRUCTIONS:

Complete page 1 and return all pages to the Business Affairs Office (BAO) / Surplus / Oregon Hall. **You must receive a copy of this signed authorization from the BAO before this sale may take place.**

### TO BE COMPLETED BY DEPARTMENT INITIATING SALE:

Name of UO Department initiating the sale: \_\_\_\_\_

Departmental contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Intended agency of the sale: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact name for intended agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_ Web address (URL): \_\_\_\_\_

Sale price: \$ \_\_\_\_\_

Inventory of item(s) sold			
Asset Tag No.	Description	Quantity	Value

**NOTE: If more than 3 items, use page 3 of this form.**

I certify the following: (1) no current or former UO employees with knowledge of the intended sale have or have had any relationship with or to the intended recipient of the sale; (2) the intended recipient makes it known publicly (via promotional or other material including a web site) that it routinely sells items set forth above.

Department head name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department head signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(OAR 580-040-0305 Maintenance of Proper Inventory Records and Justification of Sale or Disposal)** Complete the following:

**If purchased with federal funds identify the index:** \_\_\_\_\_ (per OAR 580-040-0306 Disposition of Federally Funded Surplus Property)

**If acquired by Gift identify date acquired:** \_\_\_\_\_ (per OAR 580-040-0307 (Disposition of Property Acquired by Gift)

**If computer, indicate date the data and software had been erased** \_\_\_\_\_ (per OAR 580-040-0311 (Disposal of Computer and Other Electronic Storage Devices and Media)

Surplus property will verify the information provided by the UO Department.



**TO BE COMPLETED BY BAO SURPLUS:**

**I authorize the sale as set forth in this document:**

\_\_\_\_\_  
BAO Director (or authorized designee)

Phone: \_\_\_\_\_

\_\_\_\_\_  
BAO Director (or authorized designee) Signature

Date: \_\_\_\_\_

**TO BE COMPLETED BY INDIVIDUAL ACCEPTING THIS SALE:**

I, \_\_\_\_\_ purchased property from the University of Oregon.  
Printed name of individual purchasing this sale

**Name, address and phone of purchaser:**

Company/Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. You will have no recourse against the State of Oregon, the Oregon University System, an institution, or any of their officers, employees, or agents. Title to the sold property is transferred once you take possession. All sales are final. You assume all responsibility, including risk of loss or damage, for the item when title is transferred.

I certify I have read and understand all of the above.

\_\_\_\_\_  
Signature and date of person purchasing and accepting custody of this property

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT OF DELIVERY:**

\_\_\_\_\_  
Printed name of UO employee acknowledging delivery

\_\_\_\_\_  
Signature and date of UO employee acknowledging delivery

Date: \_\_\_\_\_

