

**University of Oregon
Vehicle sales-worksheet
(Instructions on page two)**

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 before the vehicle can be sold. Vehicles posted as running must have a workable battery.

Forward this worksheet, PDR and electronic photographs to BAO Surplus Property/Shereé Johnson shereej@uoregon.edu

PDR # _____ PDR form: <http://ba.uoregon.edu/sites/ba/files/forms/pdr.pdf>

Our dept is a non-proprietary (Budget Ops): Yes No

If yes: PLEASE list your dept Income Expense Account number

If your dept does not have an Income Expense Account, list your dept FOAPAL

Income Expense Account

or

FOAPAL

Our dept is an Auxiliary Enterprise or Service Dept: Yes No

Is any of the property capitalized: Yes No

If yes; please note this on your Property Disposition Request (PDR) form

Was this property originally acquired by sponsored funds, grants, or a gift: Yes No

If yes; please state how acquired:

Sale proceeds in excess of \$250 will be returned to the department

Vehicle information

Inventory asset #: _____ Year: _____ Make: _____

Model: _____ VIN: # _____

Plate #: E _____ Mileage: _____

Engine Size: _____ Transmission: Automatic or Manual

Purchase Price: \$ _____ Purchased Date: _____

<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: _____		
<input type="checkbox"/> Does your dept have all the keys for this vehicle: _____		
Other: _____		

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://ba.uoregon.edu/staff/surplus-or-disposal>
- Send the following to the BAO Surplus Property Coordinator
 - Property Disposition Request (PDR) form: <http://ba.uoregon.edu/sites/ba/files/forms/pdr.pdf>
 - Vehicle Sale worksheet
 - E-plates
 - 2-3 photo's (after all e-plates, stickers, wording and numbers have been removed)
 Your vehicle will not be picked up until we have received all the above.
- BAO Surplus Property will contact the vehicle auction agency.
 - Surplus property will have the department and the auction agency work together to schedule the date/time to have the vehicle picked up from campus (this is usually the same day or within the week)
- Once sold, the department will be notified by the BAO Surplus Property with the sales amount. The funds will be transferred to the dept by property control when the asset has been removed.

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.