



BILL OF SALE FOR UNIVERSITY PROPERTY

propertycontrol@uoregon.edu

INSTRUCTIONS:

Complete page 1 and return all pages to the Business Affairs Office (BAO) / Property Control / Thompson University Center. **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: _____

(UO Policy 580.040.0300-311: Surplus Property Disposal) Complete the following:

If purchased with federal funds identify the index: _____

If acquired by Gift identify date acquired: _____

If computer, indicate date the data and software had been erased _____

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: _____

