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).

All fields below must be completed before your property will be posted. Do not submit this form until all fields are completed.

PDR # ____________________________ PDR form: http://ba.uoregon.edu/sites/ba/files/forms/pdr.pdf
Our dept is a non-proprietary (Budget Ops): Yes or 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

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<th>Income Expense Account</th>
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Our dept is an Auxiliary Enterprise or Service Dept: Yes or No
Is any of the property capitalized: Yes or 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 or No
If yes; please state how acquired:

Department: __________________________________________

Name of person submitting this request: __________________________________________

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Please list a department contact: __________________________________________

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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:

NOTE: Sale proceeds in excess of $250 will be refunded to the dept.
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 any additional product features
•
•

Working condition: (scratches, broken pieces, lose/broken knobs etc.)
Physical condition: (Be descriptive as possible for a successful ad)

Please submit an electronic photo to propertycontrol@uoregon.edu