

**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

Income Expense Account or FOAPAL

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: _____
Name Phone

Please list a department contact: _____
Name Email

- 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

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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