

**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 / Thompson's University Center before the vehicle can be sold. Vehicles posted as running must have a workable battery.

**Forward this worksheet, PDR and electronic photographs to Surplus Property at [propertycontrol@uoregon.edu](mailto:propertycontrol@uoregon.edu)**

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"/> Cruise Control	<input type="checkbox"/> Trailer Towing
<input type="checkbox"/> Power Steering	<input type="checkbox"/> AM/FM Radio	<input type="checkbox"/> Lift Gate
<input type="checkbox"/> Power Windows	<input type="checkbox"/> Cassette Player	<input type="checkbox"/> Spot Light ( 1 or 2 )
<input type="checkbox"/> Power Door Locks	<input type="checkbox"/> CD Player	<input type="checkbox"/>
<input type="checkbox"/> Power Mirrors	<input type="checkbox"/> 4 x 4	<input type="checkbox"/>
<input type="checkbox"/> Power Seats	<input type="checkbox"/> Rear Defroster	<input type="checkbox"/>
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Cloth Seats	Interior Color: _____
<input type="checkbox"/> Tilt Wheel	<input type="checkbox"/> Leather Seats	Exterior Color: _____
<input type="checkbox"/> Delay Wipers	<input type="checkbox"/> Carpet	

Dents, describe: \_\_\_\_\_

Rust, describe: \_\_\_\_\_

Does this vehicle run, describe: \_\_\_\_\_

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](mailto:surplus@uoregon.edu)

- Surplus instructions: <http://ba.uoregon.edu/staff/surplus-or-disposal>
- Send the following to the 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.

- 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 Surplus Property with the sales amount. The funds will be transferred to the dept by property control when the asset has been removed.

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**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.