

# Department Surplus Sale Plan

(Please send completed form to Surplus, Thompsons University Center)

## TO BE COMPLETED BY DEPARTMENT

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Building Name

\_\_\_\_\_  
Department contact name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

**1. Reason for sale:**

**2. Description of event:**

**3. Event schedule**

Place:

Date:

Time:

**4. Advertising:** The department will use the following channels to publicize this year's sale:

The ad campaign will begin \_\_\_\_\_ weeks before the sale date.

Flyers posted across campus

Department News item (<http://> )

Listing on the UO public online calendar

Press release to local media outlets issued through the UO's Office of Public and Media Relations

Inside Oregon item

Oregon Daily Emerald ads

Eugene Register Guard classified, and/or display ad

KPNW radio

Other: \_\_\_\_\_

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**5. Inventory:**

We will provide Business Affairs (BA) Surplus Coordinator with an inventory count by this date: \_\_\_\_\_

We will provide Business Affairs (BA) Surplus Coordinator with a post sale inventory by this date: \_\_\_\_\_

Items acquired by (purchase, gift, grant, other.): \_\_\_\_\_

**6. Pricing:**

Each item is priced and tagged.

Other: \_\_\_\_\_

**7. Payment/cash handling:**

We will follow all UO Cash Handling Procedures as outlined on the Business Affairs website:

<http://ba.uoregon.edu/staff/cashiering-and-commerce>

**Check all that applies for this sale:**

Use of a cash register

Use of a cash box which will be staffed by UO employee at all times during the sales hours

• # \_\_\_\_\_ of cash box(s)

• # \_\_\_\_\_ of individuals with access to cash box(s)

\$ \_\_\_\_\_ dollars to make change for beginning cash account will come from

\_\_\_\_\_ and will be given to employee, \_\_\_\_\_.

A minimum of 2 people working to collect funds during the sale—one will issue sales receipts, while the other handles payment

Use of pre-numbered receipts; all receipt numbers are accounted for and the total of the receipts match the amount of the deposit.

Prices of purchased items will be tallied and recorded by employee \_\_\_\_\_.

Customer will give record of purchase to University of Oregon Department employee

This purchase will be recorded by cash register receipt, which will be given to customer. The customer will give cash or check and receipt of purchase to the money handler

Checks will be immediately endorsed upon receipt

Money will be counted using a money counting machine and then put into the department safe

A tape of all sales will be printed at the end of the sale to show total of all sales

Register receipt will be attached to the deposit slip when deposit is submitted to the BA cashier.

All funds collected during the sale will be kept in the cash drawer and will be brought to the \_\_\_\_\_ department by a UO employee

All funds collected after that time will be secured in a locked drawer within a locked office and these funds will be deposited the next day

\$ \_\_\_\_\_ dollars (that made change for beginning cash account) will be given to: \_\_\_\_\_  
after sale has ended Employee name

Money will be placed into a locked money bag and then sealed in a bank bag

A staff member, \_\_\_\_\_ in the \_\_\_\_\_ department who has taken the BA's  
Employee name

Deposit Training, will prepare the deposit according to BA's rules and regulations, and will walk it over to the BA cashier by 3 pm of the same day

Money will be deposited into the \_\_\_\_\_ fund the first business day after the sale

Other: \_\_\_\_\_

# Surplus Sale Plan

## TO BE COMPLETED BY BUSINESS AFFAIRS SURPLUS PROPERTY

All host sales must be requested in writing by the department. All sales must be processed and approved in writing by Business Affairs Surplus Property.

Cash Handling Procedures documented and approved:

### **OAR Requirements:**

Under OAR 580-040-0310 (1) the University of Oregon (UO) may use disposal methods that include, but are not limited to, exchanges, trade-ins, auctions, sealed bid sales, scrapping, fixed price retail sales, donation to other state agencies, Oregon political subdivisions, public non-profits, web-based auctions or sales and, for scrap, transfer for no valuable consideration.

***Requirement met – ?***

### **OAR Requirement**

Under OAR 580-040-0310 (2) no current or former employee or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process.

***Requirement met – ?***

### **OAR Requirement**

Under 580-040-0302 (2) the UO does not have the authority to dispose of any equipment, goods, supplies, material, information technology or other personal property encumbered by a certificate of participation that will be disposed of in accordance with applicable law.

***Requirement met – ?***

### **OAR Requirement**

Under OAR 580-040-0304 disposal of surplus property will be accomplished in accordance with all state, federal, and local regulations regarding environmental health and recycling. If ownership of surplus property or scrap is transferred to another party, the institution, or Chancellor's Office transferring the property must document passing of title. The acquiring party assumes environmental responsibility when title transfers.

***Requirement met – ?***

### **OAR Requirement**

Under 580-040-0306 the federally funded property will be disposed of in accordance with applicable federal law or federal grant terms, if any.

***Requirement met – ?***

### **OAR Requirement**

Under OAR 580-040-0307 disposition of property acquired by gift will be in accordance with the Internal Revenue Code and any restrictions applicable to the property.

***Requirement met – ?***

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## **OAD Requirement**

Under OAR 580-040-0311 prior to disposal of any computer, computer peripheral, computer software, electronic storage device, or storage media device, the UO will completely erase or otherwise render unreadable all information, data, and software residing on the device, unless the information, data, or software is to be conveyed and may be conveyed lawfully.

***Requirement met – ?***

## **OAD Requirement to post for other departments**

Departments are required to post their surplus property on the Department Surplus Listings web site at: <http://surplus.uoregon.edu/> for UO surplus property first. Departments may charge other departments, but are not required to.

***Requirement met – ?***

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**I certify that to the best of my knowledge, the above statements regarding the requirements are correct.**

\_\_\_\_\_  
Department Director Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Department Director Signature only

\_\_\_\_\_  
Date

\_\_\_\_\_  
BAO Surplus Property

\_\_\_\_\_  
Date

## **Cash Handling Procedures (attached) documented and approved**

**I certify that to the best of my knowledge, the cash handling requirements are correct.**

\_\_\_\_\_  
Department Staff Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Department Staff Signature Only

\_\_\_\_\_  
Date

\_\_\_\_\_  
BAO Cash

\_\_\_\_\_  
Date

## **Business Affairs Surplus Property approval of event**

\_\_\_\_\_  
BA Surplus Property

\_\_\_\_\_  
Date