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		
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 Places list a department contact.	Phone		
Please list a department contact: Name If you are posting more than one item or unit, please check which optice 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: \$	on: : : : you want to repost: \$		
Item name:			
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			