

**Ohio University Surplus Sale Web-Auction Request**

**Date:** 5/5/2009

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Department** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Charge e-bay fees\* to account number** \_\_\_\_\_

**Money from sale should be credited to account number:** \_\_\_\_\_

\*For current information on fees, go to www.ebay.com - for rough estimate: \$10.00 + 1.25% estimated final sale price

**University policy requires items valued under \$10,000 to be auctioned at the University's on-site auction. If value is less, describe below why this item should be an exception:**

**Description of Item**

provide accurate description below. Include condition, mfg name and model number, special features, accessories, and any other information potential bidders should have. Use ALT-Enter to skip down a line if needed. Attach separate sheets if needed.

**Location of item:** \_\_\_\_\_ **OU Tag #**( if applicable) \_\_\_\_\_

NOTE: Red tag items cannot be sold as surplus

**Post this auction for** 7 days  **Minimum bid \$ amount:** \_\_\_\_\_

**Choose a shipping option** Successful bidder to be entirely responsible for packaging and pick-up

**Post item to be viewed**  Worldwide  USA only  USA & \_\_\_\_\_

**Do you have a digital image of this item?**  YES  NO

If YES, you will be contacted to email the image to the Purchasing & Contracting Office.

If NO, you will be contacted to arrange for a digital picture to be taken.

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date**

Send this signed form to the Purchasing & Contracting Office 213A HDL Center - or - it may be emailed from Dept Head's email account to Kathy Hoisington at hoisingt@ohio.edu. Attach digital image if available.