

EBay Disposition Form

Name: _____ Department: _____ Date: _____

Item to be Sold: _____

Original Cost of Item: _____ Suggested Starting Price: _____

Detailed Item Description (if you need more space please attach a separate piece a paper):

Weight: _____ Measurements: _____ Condition: _____

List Any Defects or Damage:

Other Important Information:

Account money should be transferred to (if sold): _____

Please keep in mind that by completing this form you are making a *request* to sell an item on EBay. Once the proper approval is acquired we will then place the item up for auction. The amount the item is to be sold for will be determined by the Procurement Office. The money received from the sale of the item will be placed in a general revenue account for the department selling the item.

Signature of your Department Head

Date

Procurement Officer Signature

Date

VP for Finance and Administration

Date

Actual Starting Price: _____

Final Sale Price: _____