

Surplus Property Detailed Description Form
(on-line auction)

Date: _____

Department name: _____

Contact: _____

Phone: _____

Item description: _____

Estimated value: _____

Minimum price for on-line sale: _____

Manufacturer: _____

Approximate age: _____
(years)

Model #: _____

Condition: Like new

Serial #: _____

Working and used

ID Tag #: _____

Refurbished

with problems

_____ (describe)

not working

unknown

Accessories included: _____
(List)

Under OEM maintenance during department ownership? Yes No

Software version (if included) _____

Height: _____

Voltage: _____

Width: _____

Phase: _____

Depth: _____

Meter, hours, or mileage: _____

Weight: _____