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: ____________________________  Model #: ____________________________

Condition:  
☐ Like new  
☐ Working and used  
☐ Refurbished  
☐ with problems  
☐ not working

Serial #: ____________________________  ID Tag #: ____________________________

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: ____________________________