

Has this item been purchased with Federal or Federal Pass-Through Funds? Note: if Federal funds were used, disposition instructions must be obtained from the Office of Sponsored Programs. Has department approval been granted?

Detailed description of the item including current condition, use, issues, damage: (if it is a vehicle, please include information on locks, windows, radio, interior condition, and tires).

Make

Model

Serial Number

Year

Hours of use or odometer reading (if applicable)

University Inventory Tag Number and Name of Department Listing

Contact person for questions regarding the item

email address

Phone Number

Asking Price

Check Box If Price Negotiable

Cost Object

Address of item (pick up location)

Pick up instructions

email completed form and pictures of item to fleet@unl.edu