

Barbers Hill Auction Request

Auctioneer only	
Auction Bid #	_____
Submitted by	_____

To be completed by person requesting action of item	
Department	_____
Person requesting	_____ Signed _____
Date of request	_____
Item	_____
Serial Number	_____
Description	_____
Number available	_____ Sold by: <input type="checkbox"/> Individual item <input type="checkbox"/> Lot
Minimum bid acceptable	_____
Bid incremented by (state amount next bidder must add to bid)	_____
Where is item now?	_____
<i>All items sold "as is" unless otherwise stated in description</i>	
Requested start date	_____
Requested end date	_____ (Maximum 30 day sale period)

***Complete information above and submit to the business office for approval**

To be completed by business office	
Date submitted to business office	_____
Received by	_____
Approved by	_____ Signature _____
Date approved	_____

***Submit to the auctioneer for sale**

To be completed by Auctioneer	
Received date	_____
Date active	_____
Date ended	_____
Bid Winner	_____
Email	_____
Notified winner	_____
NOTES:	_____

Terms of Sale
<ul style="list-style-type: none"> • All items sold "as is" unless otherwise noted in description. • Auctioneer will move items for sale to a central location during sale. • Winners will be notified by email at end of sale period and must pick up item within _____ days. • Proceeds from item sold will be credited to department offering item for sale. • Items not sold for any reason must be: <ul style="list-style-type: none"> ○ offered for resale (new form) ○ retrieved for department storage or sent to off-site auction facility