

**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 [transcharge@unl.edu](mailto:transcharge@unl.edu)**