

**EQUIPMENT DISPOSAL VIA EBAY**

NOTE: Please use one form per piece of equipment. This form can be used for the sale of both assets and minor equipment, or any other inventory item.

**Details of Equipment for Sale**

|  |  |
| --- | --- |
| **SHORT DESCRIPTION OF EQUIPMENT** |  |
| **BARCODE NUMBER** |  |
| **SERIAL NUMBER** |  |
| **LOCATION** |  |
| **CONDITION CODE** (refer legend below) |  |
| **REASON FOR DISPOSAL CODE**  (refer legend below) |  |
| **AGE OF ASSET** |  |
| **NAME OF SCHOOL OR DIVISION** |  |
| **CONTACT NAME AND NUMBER** |  |
| **ORGANISATION CODE** |  |
| **EXPECTED OR MINIMUM DISPOSAL AMOUNT** |  |
| **RECEIPT PROCEEDS TO**  (If different to Organisation Code above)**:** |  |
| **CHARGE** [**Insertion Fees**](#AppendixB) **TO:** |  |
| **EQUIPMENT DISPOSAL AND ADVERTISING COSTS AUTHORISED BY HEAD OF SCHOOL OR DIVISION / BUDGET CENTRE MANAGER** | SIGNED:  PRINT NAME:  DATE: |
| **APPROVED BY DIVISION OF FINANCE** (Delegated Officer as per Financial Delegations [FIN01]) | SIGNED: |

LEGEND:

|  |  |  |  |
| --- | --- | --- | --- |
| **CONDITION CODE** | **REASON FOR DISPOSAL CODE** | **FINANCE USE ONLY** | |
| **P** - Poor  **G** - Good  **E** – Excellent  **O** - Other | **B** - Beyond economic repair  **O** - Obsolete  **R** - Replaced by upgrade  **S** - Surplus to requirements | Asset No. |  |
| EFT Reference: |  |
| Receipt to: |  |
| Total Receipt: |  |
| Journal No. |  |

**Advertisement Information Required by eBay**

Please provide the following information to enable the item to be advertised. Please attach this form to the ‘Equipment Disposal via eBay Form’.

|  |  |
| --- | --- |
| **Sale Category** [(refer to eBay Categories on this hyperlink)](http://www.ebay.com.au/?keyword=ebay+.&crlp=1016768785_1552) or refer to [(Appendix A)](#AppendixA) |  |
| **Second Sale Category – Optional** (Fees apply – [refer eBay schedule](http://pages.ebay.com.au/help/sell/fees.html)) or  [refer Appendix B](#AppendixB)) |  |
| **Other Optional eBay Special Selling Features** [(refer Appendix B)](#OptionalFeatureFees) |  |
| **No. of Photos of Equipment Available** [(refer Appendix C)](#AppendixC) Please email photos to [whamilton@csu.edu.au](mailto:whamilton@csu.edu.au) |  |
| **Item Specifics – Brand of Equipment** |  |
| **Detailed Description of Item to be entered on eBay**  Please include all details such as age, condition, working order, reason for disposal, specifications [size, capacity] etc.  (Note: no size restriction exists for the amount of text that can be lodged regarding the details of the item). |  |
| **Postage**  All small items sold will be posted, and postage costs will be charged to the buyer. ‘Pick-up only’ will be offered for large or heavy items. Please provide details of the weight and dimensions of the item to enable postage costs to be determined or to assist the buyer in arranging for pick-up. | **Weight:**  **Dimensions:**  Height:  Length:  Width: |
| **Other things that the buyer should know about** (if any, for example, special collection arrangements) |  |
| **Starting Price** (refer [Appendix B](#InsertionFee) for a schedule of selling fees) [eBay Policy](http://pages.ebay.com.au/help/sell/reserve.html) or [below](#StartingPriceorReserve) for further information. | **$** |
| **Duration of Online Auction** | 7 Days |

**PLEASE SEND ORIGINAL DOCUMENTS TO:**

ASSETS MANAGER, THE GRANGE, BATHURST (TEL: 6338 6119)

PLEASE RETAIN A COPY FOR YOUR RECORDS.

EMAIL CONTACT: [assets@csu.edu.au](mailto:assets@csu.edu.au)

**Information Regarding the Disposal of Equipment via eBay**

Please forward the completed ‘Equipment Disposal via eBay Form’ and ‘Advertisement Information Sheet’ to the Assets Manager, Division of Finance, Bathurst. The Assets Manager will proceed to arrange for the ‘Equipment Disposal Form’ to be duly authorised by a delegated financial officer as per the Administration Manual - Financial Delegations, as approved by the University Council.

The Asset manager will then notify the ‘contact’ person nominated on the Equipment Disposal Form of when the equipment can begin to be advertised for sale on eBay. The Asset Manager will also notify you of the result of the online auction. Proceeds from the sale of the equipment will be electronically deposited to the University’s bank account, and the Division of Finance will transfer funds to the Banner account nominated on the Equipment Disposal Form.

**Restricted Items**

Computers are to be disposed of via Division of Information Technology. Please refer to the Procedures for [Disposal of Computer Equipment](http://www.csu.edu.au/division/dit/compshop/order/disposal.htm).

Every seller on eBay must know and follow:

[Rules about Prohibited and Restricted Items](http://pages.ebay.com.au/help/policies/items-ov.html) – What items can and cannot be listed. Before you list your item, you need to find out if your item is allowed on eBay and if the type of item is subject to certain restrictions to avoid potential issues with your listing. As an eBay seller, you are ultimately responsible for making sure that selling an item is legal in the eyes of the law.

**Understanding the rules about prohibited and restricted items**

* Policies about listing items are often based on country and state laws. However, many restrictions may involve the sale of dangerous or sensitive items and are not necessarily prohibited by law. The limitations are the result of input by numerous stakeholders, including the Community. For example, see [Offensive Material Policy](http://pages.ebay.com.au/help/policies/offensive.html).
* When selling across borders, be aware of [international trading](http://pages.ebay.com.au/help/policies/international-trading.html) and [import restrictions](http://pages.ebay.com.au/help/policies/importation.html). Certain items may be legal in your country, but may be illegal elsewhere.
* Just because a particular type of item is listed below, it does not mean that it is completely prohibited. For example, in the [Medical Devices Policy](http://pages.ebay.com.au/help/policies/medical-devices.html), many items are prohibited (for example, contact lenses), but many others are allowed – under certain circumstances (for example some medical instruments). When in doubt, you should read the policy page carefully. The policy pages contain these details under Additional Information and Examples.   
  **Note:** Examples are designed to help explain the policy and should not be viewed as an exhaustive list.
* It is also important to review the [Rules for Listings](http://pages.ebay.com.au/help/policies/listing-ov.html) and the [Rules about Intellectual Property](http://pages.ebay.com.au/help/policies/intellectual-property-ov.html) to check if your type of item has additional restrictions that would affect your listing.

#### Prohibited and Restricted Items List:

* Aboriginal
* Adult Material (see Mature Audiences)
* [Alcohol](http://pages.ebay.com.au/help/policies/alcohol.html) (see also [Wine](http://pages.ebay.com.au/help/policies/alcohol.html#wine))
* [Animals and Wildlife Products](http://pages.ebay.com.au/help/policies/wildlife.html) - examples include live animals, mounted specimens, and ivory
* [Art](http://pages.ebay.com.au/help/policies/selling-art.html)
* [Artefacts, Aboriginal and Torres Strait Islander items](http://pages.ebay.com.au/help/policies/artifacts.html) - examples include cultural heritage items, relics or grave-related items
* [Clothing, Used](http://pages.ebay.com.au/help/policies/used-clothing.html)
* [Coins](http://pages.ebay.com.au/help/policies/selling-coins.html)
* [Contracts](http://pages.ebay.com.au/help/policies/contracts.html)
* [Cosmetics, Used](http://pages.ebay.com.au/help/policies/used-cosmetics.html)
* [Counterfeit Currency and Stamps](http://pages.ebay.com.au/help/policies/currstamps.html)
* [Credit Cards](http://pages.ebay.com.au/help/policies/credit-cards.html)
* [Digital Downloads](http://pages.ebay.com.au/help/policies/downloadable.html)
* [Drugs & Drug Paraphernalia](http://pages.ebay.com.au/help/policies/drugs-drug-paraphernalia.html)
* [Drugs, Describing Drugs or Drug-like Substances](http://pages.ebay.com.au/help/policies/describing-drugs.html)
* [Electronics Equipment](http://pages.ebay.com.au/help/policies/electronics.html) - examples include cable TV de-scramblers, radar scanners, and traffic signal control devices
* [Electronic Surveillance Equipment](http://pages.ebay.com.au/help/policies/surveillance.html) – examples include wiretapping devices, and telephone bugging devices
* [Embargoed Goods and Prohibited Countries](http://pages.ebay.com.au/help/policies/embargo.html) - examples include items from Cuba
* [Event Tickets](http://pages.ebay.com.au/help/policies/event-tickets.html)
* [Firearms, Ammunition, Replicas and Militaria](http://pages.ebay.com.au/help/policies/firearms.html) examples include pepper spray, replicas and stun guns
* [Food](http://pages.ebay.com.au/help/policies/food.html)
* [Gaming Devices](http://pages.ebay.com.au/help/policies/gaming.html)
* [Government and Transit Documents](http://pages.ebay.com.au/help/policies/government-transit-documents.html)
* [Government and Transit Uniforms](http://pages.ebay.com.au/help/policies/government-transit-uniforms.html)
* [Government IDs and Licenses](http://pages.ebay.com.au/help/policies/government-ids-licenses.html)
* [Hazardous, Restricted, and Perishable Items](http://pages.ebay.com.au/help/policies/hazardous-materials.html) - examples include batteries, fireworks, and Freon
* [Human Parts and Remains](http://pages.ebay.com.au/help/policies/remains.html)
* [Importation of Goods](http://pages.ebay.com.au/help/policies/importation.html) - examples include CDs that were intended only for distribution in a certain country
* [International Trading](http://pages.ebay.com.au/help/policies/international-trading.html)
* [Items Encouraging Illegal Activity](http://pages.ebay.com.au/help/policies/encouraging-illegal-activity.html) – examples include an eBook describing how to create methamphetamine
* [Lockpicking Devices](http://pages.ebay.com.au/help/policies/lockpicking.html)
* [Lottery Tickets](http://pages.ebay.com.au/help/policies/lottery.html)
* [Mailing Lists and Personal Information](http://pages.ebay.com.au/help/policies/maillists.html)
* [Manufacturers' Coupons](http://pages.ebay.com.au/help/policies/manufacturers-coupons.html)
* [Lottery Tickets](http://pages.ebay.com.au/help/policies/lottery.html)
* [Mature Audiences](http://pages.ebay.com.au/help/policies/mature-audiences.html)
* [Medical Devices](http://pages.ebay.com.au/help/policies/medical-devices.html) - examples include contact lenses, pacemakers, and surgical instruments
* [Multi-level Marketing, Pyramid and Matrix Programs](http://pages.ebay.com.au/help/policies/mlm.html)
* [Offensive Material](http://pages.ebay.com.au/help/policies/offensive.html) - examples include ethnically or racially offensive material and Nazi memorabilia
* [Police-Related Items](http://pages.ebay.com.au/help/policies/police.html)
* [Political Memorabilia](http://pages.ebay.com.au/help/policies/politicalmem.html)
* [Postage Meters](http://pages.ebay.com.au/help/policies/postage.html)
* [Prohibited Services](http://pages.ebay.com.au/help/policies/prohibited-services.html)
* [Real Estate](http://pages.ebay.com.au/help/policies/real-estate.html)
* [Recalled Items](http://pages.ebay.com.au/help/policies/recalled.html)
* [Stamps](http://pages.ebay.com.au/help/policies/selling-stamps.html)
* [Stocks and Other Securities](http://pages.ebay.com.au/help/policies/stocks.html)
* [Stolen Property and Property with Removed Serial Numbers](http://pages.ebay.com.au/help/policies/stolen.html)
* [Surveillance Equipment](http://pages.ebay.com.au/help/policies/surveillance.html)
* [Tobacco](http://pages.ebay.com.au/help/policies/tobacco.html)
* [Transit and Postage Related Items](http://pages.ebay.com.au/help/policies/transit-shipping.html) - examples include blueprints of transit facilities, airplane operations manuals, and flight attendants’ uniforms
* [Travel](http://pages.ebay.com.au/help/policies/travel.html)
* [Weapons & Knives](http://pages.ebay.com.au/help/policies/weapons.html)
* [Wine](http://pages.ebay.com.au/help/policies/alcohol.html#wine) (see also [Alcohol](http://pages.ebay.com.au/help/policies/alcohol.html))

#### Prohibited and Restricted Items List:

* [Rules about Intellectual Property](http://pages.ebay.com.au/help/policies/intellectual-property-ov.html) – Items and listings that have the potential of violating certain copyrights, trademarks, or other rights. Intellectual property owners can report listings as part of eBay’s [Verified Rights Owner (VeRO) Program](http://pages.ebay.com.au/help/tp/programs-vero-ov.html).
* [Rules for Listings](http://pages.ebay.com.au/help/policies/listing-ov.html) – Actions that are not allowed in listings

**Recommended ‘Starting Price’ or ‘Reserve Price’.**

The most common method of selling items on eBay is to use a ‘Starting Price’. There are restrictions if you wish to use a reserve price, and an additional [fee](http://pages.ebay.com.au/help/sell/fees.html). Please refer to [eBay policy](http://pages.ebay.com.au/help/sell/reserve.html) if you wish to use a reserve price.

Use the [completed listings search](http://pages.ebay.com.au/help/find/questions/search-completed-listings.html) to find similar items that have recently sold on eBay to ascertain the starting and ending price of items that have sold successfully. This information can help you decide upon the starting price or reserve price.

**Handling of the Equipment**

**Handling and Packaging**

Please arrange for the equipment to be delivered to the Mailroom, Wagga Wagga Campus. If you are on the Wagga Campus, please arrange for the collection of the equipment with the Wagga Central Store (ext.32256). If you are in Bathurst or Orange, please contact the Central Store at Bathurst (ext.84690). If you are Thurgoona or Albury, please contact Central Stores at Thurgoona (ext.19768). If you are on the Orange Campus, please contact the Asset Manager direct to make the necessary arrangements.

The Assets Manager will arrange for the equipment to be appropriately packaged.

**Postage**

Postage/courier costs will be charged to the buyer.

**Appendix A –Sale Categories**

Please click on the category below to hyperlink to eBay to enable you to select the category within the sale category:

[Antiques](http://antiques.ebay.com.au)  
[Art](http://art.ebay.com.au)  
[Baby](http://baby-maternity.ebay.com.au)  
[Beauty, Health](http://beauty.ebay.com.au)  
[Books](http://books.ebay.com.au)  
[Business, Industrial](http://business.ebay.com.au)  
[Cameras](http://cameras.ebay.com.au)  
[Cars, Bikes, Boats](http://cars.ebay.com.au)  
[Coins](http://coins.ebay.com.au)  
[Collectables](http://collectables.ebay.com.au)  
[Computers](http://computers.ebay.com.au)  
[Crafts](http://crafts.ebay.com.au)  
[Dolls, Bears](http://dolls.ebay.com.au)  
[Electronics](http://electronics.ebay.com.au)  
[Fashion](http://clothing.ebay.com.au)  
[Home](http://home.ebay.com.au)  
[Jewellery](http://jewellery.ebay.com.au)  
[Jobs](http://ebay.careerone.com.au)  
[Movies](http://movies.ebay.com.au)  
[Music](http://music.ebay.com.au)  
[Musical Instruments](http://musical-instruments.ebay.com.au)  
[Phones](http://phones.ebay.com.au)  
[Pottery, Glass](http://pottery.ebay.com.au)  
[Services](http://services.ebay.com.au)  
[Sport](http://sportsgoods.ebay.com.au)  
[Stamps](http://stamps.ebay.com.au)  
[Toys, Hobbies](http://toys.ebay.com.au)  
[Tickets, Travel](http://tickets-travel.ebay.com.au)  
[Video Games](http://videogames.ebay.com.au)

**Appendix B –Starting or Reserve Price Information and a Schedule of Fees (including ‘Second sale category’ and other fees)**

### Basic Fees

When you list an item on eBay, you're charged an [Insertion Fee](http://pages.ebay.com.au/help/sell/insertion-fee.html) according to the table below. Insertion fees are non-refundable. If the item sells, you are also charged a [Final Value Fee](http://pages.ebay.com.au/help/sell/fvf.html). The total cost of selling an item is the Insertion Fee plus the Final Value Fee.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Insertion Fees | | | Starting or Reserve Price | Insertion Fee | | AU$0.01 - AU$0.99 | **AU$0.30** | | AU$1.00 - AU$19.99 | **AU$0.50** | | AU$20.00 - AU$49.99 | **AU$0.75** | | AU$50.00 - AU$99.99 | **AU$1.50** | | AU$100.00 - AU$399.99 | **AU$2.50** | | AU$400.00 and up | **AU$3.50** | | Cars, Motorcycles, Boats, and Other Vehicles | **AU$5.00**(fixed) for Auction or Buy It Now formats, AU $19.99 (fixed) for Classified Ads format | | Real Estate | **AU$49.95** (fixed) |   s   |  |  |  |  | | --- | --- | --- | --- | | Services on eBay | | | | | Format | Insertion Fee | Final Value Fee | Included Feature | | Auction or Buy It Now | $5 flat fee | $5 flat fee | Gallery, subtitle, listing designer | | Classified Ad | $19.99 | No Final Value Fee for Classified Ads | Gallery, subtitle, listing designer | | s | |  |  | | --- | --- | | Final Value Fees | | | Closing Price | Final Value Fee | | Item not sold | **No final value fee** | | AU$0.01 - AU$75.00 | **5.25%** of the closing price | | AU$75.01 - AU$1,000.00 | **5.25%** of the initial AU$75.00 plus 2.75% of the remaining closing price (AU$75.01 to AU$1,000.00) | | Over AU$1,000.01 | **5.25%** of the initial AU$75.00 plus **2.75%**of the initial (AU$75.01 to AU$1,000.00) plus **1.50%**of the remaining closing price (AU$1,000.01 - closing) | | Motorcycles | **AU$30.00**(fixed) for Auction or Buy It Now formats. No final value fee for Classified Ad format unless sold with Best Offer. | | Cars, Boats, and Other Vehicles | **AU$40.00**(fixed) for Auction or Buy It Now formats. No final value fee for Classified Ad format unless sold with Best Offer. | | Real Estate | **No final value fee** | |

**Optional Feature Fees**   
You can add optional features to help increase bids and chances of selling success. Please contact the Assets Manager if you wish to use any other marketing tools offered by eBay (Listing Upgrades - presentation options; Seller’s Tools). Optional feature fees are non-refundable.

Bottom of Form

**Appendix C –Photos and ‘Picture Gallery’**

**Photos**

A photo of the asset is to be taken and included in the advertisement. Please email the photo to the Assets Manager: [assets@csu.edu.au](mailto:assets@csu.edu.au)

If the equipment is located on the Wagga or Bathurst campus, a photo of the equipment can be arranged by contacting the Assets Manager.

First photo is free. Each additional picture is AUD$0.25.

It is recommended that photos are to be 1000 to 1600 pixels.

**Picture Gallery**

**What is it?**

Gallery photos appear directly in browse and search results on eBay. Gallery items stand out in the list and let buyers see what's being offered without another click.

When buyers use eBay's Picture Gallery to browse, only those listings with a gallery view will appear. In this case all gallery listings use a larger thumbnail image for easy comparison.

**How much is Gallery?**

Gallery costs an additional $0.59 per listing.

Please contact the Assets Manager if you wish to utilise the ‘Gallery Plus’ feature on eBay (additional cost of $14.95), or the ‘Picture Pack’ ($1.50 for up to 6 photos or $2.00 for 7 to 12 photos), or ‘Supersize’ ($1.25 to display extra-large photos).