



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

OFFICE OF STATE PROCUREMENT  
**Marketing and Redistribution**  
 6620 Young Road  
 Little Rock, Arkansas 72209  
 Phone: (501) 565-8645  
 Fax: (501) 565-5059  
<http://www.arstatesurplus.com>

Document Number: \_\_\_\_\_  
 Office use Only

**Excess commodities to be sold "On Location" &/or Vehicle(s) unsafe for highway use or inoperable**

Excess commodities in remote locations and/or commodities where cost to transport to M&R would be prohibitive, and when a vehicle is unsafe to drive or is inoperable, the following information needs to be completed and sent to Marketing & Redistribution. Items will be offered on a sealed bid sale when this commodity will be available.

Agency/Division/Section: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cost Center: \_\_\_\_\_ Special Purpose Funding: \_\_\_\_\_  
 Exact physical location (Provide directions where applicable): \_\_\_\_\_  
 \_\_\_\_\_

Marketing & Redistribution will establish, coordinate and set sale dates.

**List two (2) employees knowledgeable about the item(s) who can be available to coordinate dates, show commodity and answer questions.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Inspection Hours: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.

Item(s) to be sold: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

“Attach Additional Sheet if Needed”

**ALL VEHICLES MUST HAVE UNSIGNED TITLES ATTACHED TO THIS LISTING AND TITLE MUST BE IN THE NAME OF THE AGENCY TURNING IN SAID VEHICLE.**

**Required VEHICLE Information**

Vehicle Identification Number (VIN): \_\_\_\_\_  
 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Property Number: \_\_\_\_\_ Mileage: \_\_\_\_\_ Suggested Minimum Amount: \$ \_\_\_\_\_  
 Overall Condition: \_\_\_\_\_  
 \_\_\_\_\_

Special Terms & Conditions: \_\_\_\_\_  
 (If Desired)

**CANNIBLIZATION OF PARTS IS NOT PERMITTED.** The requesting agency has the responsibility for safeguarding this item(s), until buyer presents receipt for removal.