

***E-mail Notification for Property Posted to Internet***

**From:** notify@quickbase.com [mailto:notify@quickbase.com]

**Sent:** Wednesday, October 22, 2008 7:18 AM

**To:** Thomas, Brenda

**Subject:** COPY OF TRANSACTION NUMBER ASSIGNMENT LETTER FOR TRANSACTION NUMBER 15825

10-22-2008

Ralph Brown,

The Surplus Property Division has assigned transaction number 15825 for the internet sale of Delta Planer/ go to eBay.com to place bid. . The sale is being conducted through Ebay, and is auction number 360100224654. It will close on 10-28-2008. Your Surplus Property point of contact for this sale is Thomas, Brenda.

Please be aware of the following:

- Bidders may call to ask questions about the property. Please be sure that the information you share is accurate, and avoid "overselling" the property.
- All sales are "AS IS – WHERE IS" and customers have the right and are encouraged to inspect property before bidding.
- The winning bidder must submit payment directly to the Surplus Property Division.
- A Bill of Sale will be forwarded to you when payment is made. This is your authority to release the property to the winning bidder.
- Upon pick-up of the item(s) the bill of sale must be signed by the customer, and a copy returned to Surplus within five working days.
- The Surplus Property Division will return a copy of the signed Transfer Form to the Property Coordinator once the signed Bill of Sale is received.
- A signed, completed transfer from the DOAS Surplus Property Division is an agency's only authority to remove the items from inventory.

If you have any questions, please contact Lisa Moghazy at 770-414-6468.

Sincerely,

Lisa Moghazy  
Operations Manager  
Surplus Property Division  
Department of Administrative Services