**Posting on the market for used Items**

The market for used items is a site where AU colleagues can seek / give away / swap or sell used items from laboratories such as furniture, instruments etc. to other AU institutes / centers.

Contact and information regarding postings on the site is a matter between the ceding institute / center and the institute / center receiving the used items.

Postings on the site are not aimed at private individuals – postings of that nature is found on the “AU-torvet”.

Exchange of IT equipment supplied by AU-IT is not allowed on the site. Please contact your IT-support regarding IT-equipment.

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| --- | --- | --- | --- |
| Product: | ***Specify product*** | | |
| Brand: | *Specify brand* | | |
| Quantity: | *Indicate the number of items* | | |
| Acquired: | *Enter year of acquisition* | | |
| Condition: | *Information about the condition of the product* | | |
| Description: | *Describe how the product has been used, and what it can be used for* | | |
| Stored until: | *Last date for posting on the site, after which the product will be disposed of in other ways* | | |
| Sought, given away or sale | Sought | Given away | Sale  Price per  Item *amount* |
| The ceding institute/center | Contact | Mail | Phone number |
| *Institute/center* | *Name* | *Mail address* | *Number* |

*All transactions regarding postings on the market for used items is a matter between the ceding institute / center and the institute / center receiving the used items.*

Once the form has been filled send it to Procurement by using the following mail address: [staben.okobyg@au.dk](mailto:staben.okobyg@au.dk)