

EXAMPLE LETTER OF INTENT: replace with your specific info as appropriate.

Letter of Intent/Dispersal

To Whom It May Concern,

The Genomics and Molecular Biology Shared Resource (GMBSR) intends to sell our BioMek4000 Robotic Fluid Handler, which was purchased to facilitate a large-scale, high throughput Next-Generation Sequencing project for an investigator who is no longer at Dartmouth. This equipment is functional, but it is outdated, cumbersome, and requires extensive training to use; thus, it is impractical for use as a walk-up piece of equipment, or for the types of projects we currently carry out. We plan to replace the BioMek with an Andrew, a much smaller, more advanced, user-friendly automated liquid handler that we can readily train others to use.

All profits will be deposited into the GMBSR general account (##.058.#####.#####.0000 (####)).

Company	Model	Item	Serial #	Year Purchased
Beckman Coulter	BioMek4000	Liquid Handling Robot	#####	2013

Please sign this letter to acknowledge/approve our intent to sell this equipment.

Sincerely,

The Genomics and Molecular Biology Shared Resource

\_\_\_\_\_  
Director of GMBSR (Craig Tomlinson)

\_\_\_\_\_  
Co-Director of GMBSR (Rachel West)

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NCCC Director (to be named; Chris Amos, Interim)

\_\_\_\_\_  
Fiscal Officer (Rich Lucius)