RESET FORM

UNIVERSITY OF KENTUCKY
Controller's Division
Surplus Property Department

# PERSONAL PROPERTY SALE REQUEST

Date:

Sale No.
To be assigned by Surplus Property Sectior

Division:

Department:

Location of Property::

Reason for Disposition:

| Item No. | Description | Quantity | Approx. Value |
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**Recommended By:**
Department Head or Chairperson — Date

**Approved**
Surplus Property Manager — Date

**Approved**
Dean — Date

**Approved**
Controller and Treasurer — Date

Instructions - Form Use:

1. The requesting Department should prepare this form, and secure the signature of the appropriate Dean. Submit the form to Surplus Property 375 Peterson Service Building, speed sort 0005.
2. The Surplus Property Section will return one Approved copy to the Department.