

**SURPLUS PROPERTY PURCHASED FROM THE  
COMMONWEALTH OF KENTUCKY**

1. Acquisitions

Equipment and supplies declared surplus to the needs of the Commonwealth of Kentucky & United States Government may be obtained from the Finance & Administration Cabinet Division of Purchases, Surplus Property Branch, 514 Barrett Avenue, Frankfort, Kentucky 40601.

The following procedure is applicable in acquiring surplus equipment from the Surplus Property Branch:

Departments desiring to acquire surplus property from the state or federal government may periodically examine surplus inventories at the Surplus Property Branch of the Finance and Administration Cabinet. Should property be found that can be of value to University operations, secure from the Surplus Property Branch the description and purchase cost of the items desired.

Submit a University On-Line Requisition showing the Finance & Administration Cabinet Division of Purchases, Surplus Property Branch, as the "Suggested Vendor". The Requisition should indicate the description, quantities and cost of the items desired.

The Requisition should reflect object code 3619 and be approved by the departmental chairperson.

The Purchasing Division will review the Requisition with relation to the cost of new equipment. All policies applicable to administrative approval for new equipment also are applicable to the acquisition of surplus equipment.

When approved by the Purchasing Division, a Purchase Order will be issued with the Finance and Administration Cabinet Division of Purchases, Surplus Property Branch as the vendor. The Purchase Order will authorize prepayment and contain message to notify the department when the check is available for pick up for hand delivery to Frankfort to pick up the equipment.

Plant Asset Department, Office of Controller and Treasurer, will be notified of the impending purchase to allow for inclusion on University inventory records.

The department should present the Purchase Order and check to the Surplus Property Branch as authority to receive the surplus equipment. The department is responsible for all transportation arrangements and costs required for the relocation of the equipment to the University.

Plant Asset Department will inventory the equipment as appropriate upon receipt by the University.

## 2. Disposal

- A. All items of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purpose(s) for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the University of Kentucky shall immediately notify the State Agency, and at the University of Kentucky's expense, return such property to the State Agency, or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
- B. Such special handling or use limitations as are imposed by General Services Administration, or the Commonwealth of Kentucky, on any item(s) of property listed hereon.
- C. In the event the property is not so used or handled as required by (2) (A) and (B), title and right to the possession of such property shall at the option of GSA, or the Commonwealth of Kentucky, revert to the United States of America, or the Commonwealth of Kentucky, and upon demand, the University of Kentucky shall release such property to such person as GSA, or the Commonwealth of Kentucky shall direct.

The University of Kentucky agrees to the following conditions imposed by the State Agency, applicable to items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, except vessels 50 feet or more in length and aircraft.

- D. The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- E. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use except for such items of major equipment listed hereon on which the State Agency designates a further period of restriction.
- F. In the event the property is not so used as required by (2) (D) and (E) and State/Federal restrictions (2) (A) and (B) have expired then title and right to the possession of such property shall at the option of the State Agency revert to the State of Kentucky and the University of Kentucky shall release such property to person as the State Agency shall direct.