UNIVERSITY OF KENTUCKY
Auxiliary Services Division
Surplus Property

PERSONAL PROPERTY SALE REQUEST

Date: _____ Sale No. _____

To be assigned by Surplus Property

Division: _____

Department: _____

Location of Property: _____

Reason for Disposition:

Item No.	Description	Quantity	Approximate Value

Recommended By: _____ Approved : _____

Department Head or Chairman Date Surplus Property Manager Date

Approved By: _____ Approved : _____

Dean College of Agriculture Date VP Auxiliary Services Date

Instructions – Form Use:

1. The requesting Department should prepare this form, and secure the signature of the appropriate Department Head. Submit Two(2) copies to Surplus Property, 152 Reynolds #1 Bldg., speed sort 0101.

2. The Surplus Property Section will return one approved copy to the Department