UNIVERSITY OF KENTUCKY
Administrative Services
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 Purchasing/Surplus Property Assistant Director Date

Approved By: _____ Approved : _____
Dean College of Agriculture Date Chief Procurement Officer Date

Instructions – Form Use:

1. The requesting Department should prepare this form, and secure the signature of the appropriate Department Head. Submit copy to Surplus Property Manager

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