

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