

**Surplus Property Acquisition and Disposal**

**Surplus Property Purchased from the Commonwealth of Kentucky**

**I. Purpose**

Equipment and supplies declared surplus to the needs of the Commonwealth of Kentucky and United States Government may be obtained from the Finance and Administration Cabinet Division of Purchases, Surplus Property Branch, 999 Chenault Rd., Frankfort, Kentucky 40601.

**II. Responsibility**

The Commonwealth of Kentucky issues an identification card to the University's representative, which allows authorized personnel to the distribution center to select items for use. The Commonwealth requires that personnel provide the identification card number, state issued identification and an authorization letter with the date of planned visit.

**III. Procedure**

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.

University personnel must acquire the card number and a letter of authorization from the University's Surplus Property Manager by completing the following steps:

1. Process an online PRD (payment request document B-2-2-2) for the Commonwealth of Kentucky utilizing the GL account: 535026.
2. Send an email to the Surplus Property Manager with the name of the authorized personnel obtaining items, date of visit, department name and the PRD number.
3. The Surplus Property Manager will provide the required letter to present at the distribution center.
4. Once items have been obtained, submit a copy of the invoice and completed PRD to Accounts Payable for payment processing.

**A. Disposal**

1. All items of property must be placed in use for the purpose(s) for which acquired within one year of receipt and must 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 must immediately notify the State Agency, and at the University of Kentucky's expense, return such property to the State Agency,

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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.

2. 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 herein must be followed.
3. In the event the property is not so used or handled as required, title and right to the possession of such property will revert to the United States of America, or the Commonwealth of Kentucky, and upon demand, must be released at the State Agency's direction.