**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 |
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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**