

**UNIVERSITY OF KENTUCKY  
PROCUREMENT DIVISION - SURPLUS PROPERTY SECTION**

**SURPLUS CHECK OUT FORM**

<b>DEPARTMENT NAME</b>	<b>DEPARTMENT NUMBER</b>	<b>COST CENTER NUMBER</b>
<b>DEPARTMENT ADDRESS</b>	<b>DEPARTMENT TELEPHONE NUMBER</b>	

1. Equipment obtained from Surplus is to be used exclusively for University of Kentucky functions.
2. Only University of Kentucky faculty or staff may obtain surplus property for University purposes.

<b>AUTHORIZATION:</b>	
_____ <b>Name of Person Authorized to Remove Equipment (Please print)</b>	_____ <b>Title</b>
_____ <b>Signature</b>	_____ <b>Phone Number</b>
_____ <b>Business Officer (Please print)</b>	_____ <b>Date</b>
_____ <b>Signature of Business Officer</b> (Affirms items checked out are for University usage)	_____ <b>Phone Number</b>

**A NEW FORM MUST BE PRESENTED AT EACH VISIT.**