AUCTION REQUEST FORM

DATE: ________________________________

DEPARTMENT: _______________________

DSU NUMBER: _______________________

DESCRIPTION: _______________________

SERIAL NUMBER: _______________________

REASON FOR AUCTION:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Approvals

Requested By: ________________________________ Property Custodian __________________________ Property Control Approval

Recommended By: ________________________________ Department Head __________________________ Procurement Approval

Approved By: ________________________________ Dean/Vice President

This form must contain all information and required signatures.

Send to: Procurement/Property Control; Kent Wyatt Hall 221