



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