

**UNIVERSITY OF KENTUCKY  
PLANT ASSETS INVENTORY - SURPLUS PROPERTY SECTION  
SURPLUS AUTHORIZATION VOUCHER**

<b>DEPARTMENT NAME</b>	<b>DEPARTMENT NUMBER</b>	<b>ACCOUNT NUMBER</b>
<b>DEPARTMENT ADDRESS</b>	<b>DEPARTMENT TELEPHONE NUMBER</b>	
<p>1. Equipment obtained from Surplus is to be used exclusively for University of Kentucky functions.</p> <p>2. Capital equipment will be added to the department's Equipment Inventory.</p> <p>3. Only University of Kentucky faculty or staff may obtain surplus property.</p>		
<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>Signature of Authorizing Official</b>		
	<b>Phone Number</b>	

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