

What is Surplus Property?

- Part of the Purchasing Division
- When items that were purchased or donated to the University are no longer needed by the department they belong to they can become surplus
- Can be small or large items, from office supplies to MRI machines

How to surplus an item:

- Complete Surplus Property Pickup Request Form for all items needing to become surplus
- Type the form in Excel and submit it via email to the appropriate address
 - UK Campus & Off campus – [Surplus Email](#)
 - UK Healthcare – [UKHC Surplus Email](#)
 - UK College of Medicine – [Ann Emmerson](#) or [Kimberly Crace](#) or [Charles Hunter](#)
- No handwritten forms accepted
- Have applicable forms or label
 - [Electronic Storage Device Cleaning Form](#) for any device that stores data such as a computer, tablet, hard drive, mainframe or other electronic storage
 - [Environmental Health and Safety](#) clearance label for any potentially hazardous item
 - Inventory tags for Capital Equipment – contact [Plant Assets](#) at (859) 257-6290 with questions or for missing tags
- Once the form is approved by Surplus, a Move Request is established. Trucking Services schedules a removal time, and you receive a Move Order Number.

Links to forms

[Surplus Property Pick Up Request Form](#)

[Surplus Authorization Voucher](#)

[Hospital Equipment Surplus Form](#)

[Vehicle Surplus Request Form](#)

Surplus Property Contact information

Vaughan Warehouse and Office
1247 Versailles Road
Lexington, KY 40508

[Surplus Property on UKY Maps](#)

[Surplus Email](#)

(859) 257-3891

or

(859) 257-4126

[Surplus Property on the Purchasing Division Website](#)

[Surplus Property on Facebook](#)

BPM E-12-4: [Property Disposition Policy](#)

Kentucky Revised Statute (KRS) [164A.575](#)

Important Points to Remember

- No handwritten orders accepted
- Trucking Services will not pick up potentially hazardous materials without an EHS Clearance Label
- Any data storage device (like a computer) must have the data wiped and the Electronic Storage Cleaning Form
- Only authorized UK Faculty and Staff can check out items from surplus with an Authorization voucher and UK ID
- Items from surplus can *only* be used for UK functions
- Checking out or re-using surplus items can add up to big savings for your department

Quick Reference Guides are not complete descriptions and are not to be used in place of the Business Procedures Manual (BPM). It is each employee's responsibility to know all proper procedures as per

[UK's BPM](#) and other governing guidelines.