UNIVERSITY OF KENTUCKY
UNCLAIMED PROPERTY MOVING REQUEST

Please Type

Move Order:			Date:
Dept. Name:	Cost Center:		Dept. #:
Building:		Room #:	Speed Sort:

The property listed below is unclaimed and is hereby requested to be transferred to Surplus Property. Pursuant to Business Procedures E-12-4, I certify that the property contains no hazardous waste or materials. (Contact Environmental Health and Safety at (859) 257-3241 for disposal of items containing hazardous waste or refer to their Web site at http://ehs.uky.edu/.

Name: Signature:

(Person authorizing transfer)

Name: Phone #:

(Person to contact for moving instructions)

Date Found	Location Found	
TOTAL NUMBER OF PIECES:		

Note: Attach extra list if necessary

Send form to:
Surplus Property
152 Reynolds #1, 0101

Fax: (859) 257-1468
Phone: (859) 257-6234