

**SURPLUS PROPERTY SALE FORM**

APPENDIX DD

\_\_\_\_\_ College

Dept. of Postsecondary Education  
DPE-22 (4/94)

\_\_\_\_\_ Date of Sale

I hereby certify that all information contained in this report is true, complete and correct to the best of my knowledge and belief.

Surplus Method:

\_\_\_\_\_ Sealed Bid/Opened: \_\_\_\_\_ (date)

\_\_\_\_\_ Public Auction/Location: \_\_\_\_\_ President

(1)	(2)	(3)	(4)	(5)	(6)
Inventory Identification Number	Description of Item to be Sold	Original Purchase Price	Sold (Y/N)	Sale Price	Account in Which Receipts Deposited

Page \_\_\_\_\_ of \_\_\_\_\_

(7) Advertisement: Newspaper used: \_\_\_\_\_ Date(s) to run: \_\_\_\_\_  
 Newspaper used: \_\_\_\_\_ Date(s) to run: \_\_\_\_\_  
 Newspaper used: \_\_\_\_\_ Date(s) to run: \_\_\_\_\_

(8) Name of Auctioneer: \_\_\_\_\_ Commission paid to Auctioneer: \$ \_\_\_\_\_