

DEPARTMENT OF POSTSECONDARY EDUCATION

**INSTRUCTIONS FOR COMPLETION OF SUPRLUS PROPERTY SALE FORM
(DPE-22)**

1. Prior to the sale of property, a **copy** of the Surplus Property Sale form (DPE-22) must be forwarded to the Department of Postsecondary Education as notification to the Chancellor of plans for a surplus sale. This form must contain information in columns 1-3, and items 7 and 8. Item 8 will not be applicable if sealed bids are used.
 1. Inventory number
 2. Description of item
 3. Original purchase price
 7. Advertisement (where you will advertise and dates to run)
 8. Name of auctioneer
2. Each property item must be listed separately. Use additional forms, if needed, and indicate page numbers at the bottom.
3. After the sale, the **original** DPE-22, containing the **President's original signature**, must be forwarded to the Department with the remaining information completed in columns 4-6 and column 8. Also, **a copy of the advertisement must be attached.**
 4. Whether the item was sold
 5. Actual sale price
 6. Account where receipt was deposited
 8. Commission paid to auctioneer

NOTE: Each sale must be advertised at least two weeks in advance of the date to receive bids or have the public auction. The advertisement must appear at least once a week for two consecutive weeks in a newspaper of general circulation in the county where the sale is to be held, and a copy of the proposal shall simultaneously be posted on a readily accessible public bulletin board. In addition, all property advertised shall be available for inspection during normal office hours and at whatever place advertised for at least 48 hours prior to the sale.

4. The Surplus Property Sale Form should be mailed to the attention of **Ms. Leigh Grogan, Director of Fiscal and Administrative Services.**
5. Equipment that will be used for trade-in on new equipment should also be listed on this form. Columns 1-3 must be completed and, in column 4, enter the word, **trade.**
 1. Inventory number
 2. Description of item
 3. Original purchase price
 4. **Trade**
6. Equipment which is obsolete or unserviceable should also be listed on this form. Columns 1-3 must be completed and, in column 4, enter the work **obsolete. Prior to the disposal of equipment, justification must be submitted and approval by the Chancellor is required.**
 1. Inventory number
 2. Description of item
 3. Original purchase price
 4. **Obsolete**