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| GovDeals Registration Form for Regional Campuses |
| Regional Campus: |  |
| Contact Name:  |  |
| Phone Number:  |  |
| Email Address: |  |
| Credit Index for Deposit: |  |
| Item Name:  |  |
| Item Description: Please include specific description, measurements, quantities, and the working condition of the item. Details to assist the buyer bidding on the items are very helpful for selling. |
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| Original Item Cost\*: |  |
| \*If the original cost is over $2,500, you must complete and file an Inventory Control Property Disposition Form and submit the form to the Controller’s Office. Inventory Control Tag Number (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Suggested Starting Bid: Must be ≥ $35.00; there is a $35 fee deducted from sale for each posting. |  |
| Digital pictures must be attached with this form when sending to KSUsurplus@kent.edu Please submit photos in JPG format. |
| By completing this form your regional campus is agreeing to abide by the policies set forth by Kent State University and Campus Surplus. Questions? Please call Jeff Brewster at 330-672-8704. |