

## Online Auction Request Form

The “**Online Auction Request Form**” shall be used by State of Alaska departments for reporting excess State of Alaska property to be processed via online auction through the State of Alaska, Property Management Office.

Departments shall complete the “Required Information from Submitting State Department” section below and provide the required property information on the “**Online Auction Request Form – Continuation Page.**” Two (2) excess property items can be identified on each continuation page. Multiple continuation pages can be submitted with the Online Auction Request Form.

Departments shall submit a completed Online Auction Request Form, Online Auction Request Form Continuation Page(s), pictures of each property item (JPEG format required), and Media Disposal Assurance Form (if applicable - applies to electronic media) to the State Property Manager at the following e-mail address for review and approval/disapproval: [matthew.moore@alaska.gov](mailto:matthew.moore@alaska.gov).

Note: Excess property shall not be processed via online auction until approved by the State Property Manager or approved designee.

### Required Information from Submitting State Department

**Department/Division:**

\_\_\_\_\_ / \_\_\_\_\_

**Department employee submitting request:**

Name (print): \_\_\_\_\_

Title \_\_\_\_\_

Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

Date request submitted: \_\_\_\_\_

**Total number of excess property items submitted for online auction services:**

\_\_\_\_\_ items

**Continued on next page**

**Online Auction Request Form - Continuation Page**

State of Alaska departments shall provide the required property information below. Two (2) excess property items can be identified on each continuation page. Departments should use multiple continuation pages if necessary. Excess property approved for online auction services will be posted for a fourteen (14) day period unless otherwise specified by the State Property Manager.

Property Description (make, mdl, type): _____
Property Condition (check the appropriate box): Poor <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/>
Property Tag Number (if applicable) : _____ Serial Number (if applicable): _____
IRIS Fixed Asset Number (only applicable if the property is tracked in IRIS): _____
Property Location (provide physical address): _____
Department employee that will have access to excess property (name and phone#): _____

**Property Management Office use only**

State Property Manager or approved designee approves the excess property item above for online auction services: Yes  No  Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Property Description (make, mdl, type): _____
Property Condition (check the appropriate box): Poor <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/>
Property Tag Number (if applicable) : _____ Serial Number (if applicable): _____
IRIS Fixed Asset Number (only applicable if the property is tracked in IRIS): _____
Property Location (provide physical address): _____
Department employee that will have access to excess property (name and phone#): _____

**Property Management Office use only**

State Property Manager or approved designee approves the excess property item above for online auction services: Yes  No  Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_