

# Auction Intake Form

**Auction Initiator \***

Email Address

**Department \***

**Date \***

**Auction Item(s) Description \***

Detailed description of item(s) to auction

**Auction Item(s) Category \***

**Items were Purchased with Grant or Bond Funds**

**Items Offered to Other Departments \***

All items must be offered to other internal COD departments prior to auction. Email ManagersandSupervisorsDistributionList@cityofdenton.com & AdminSupportDistributionList@cityofdenton.com

**Check if Auction Will be Held Off Site**

This is typically used for auction items that are too big to move (Not Required)

**Location If Auction will be Held Off Site**