**MAINE SURPLUS**

**Emergency Sale Request for Auction Yard Property**

**Policy**: Emergency sales will be allowed **up to a week before** the donee viewing date; no emergency sales will be allowed during the week of donee viewing. Emergency sales apply only to items that are currently available in the Maine Surplus auction yard inventory. If two donees are in need of the same item, Maine Surplus will determine the greatest need to ensure public health and safety.

**Procedures**:

1. Contact Maine Surplus at (207) 287-2923 to confirm that the item you need is available in our current inventory.
2. Submit this form to surplus@maine.gov along with third-party documentation verifying your organization’s need of the item being replaced or verifying your immediate need for the new item.

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| **Donee Organization Requesting the Emergency Sale:** |  |
| **Donee Number:** |  |
| **Date of Request:** |  |
| **Equipment Requested from Maine Surplus:** |  |
| **Reason for Request:*****Check one box*** | □ Replace existing equipment□ Obtain new equipment |
| **If your emergency request is to replace existing equipment, use the space below to describe the problems, breakdowns, or other reasons for the replacement. Also, explain why there is an immediate need, such as if there is a substantial impact on public health and safety. Include your third-party verification when submitting this form.** |
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| **If your emergency request is to obtain new equipment that your organization does not currently have, please state the reason in the space below. Also, explain why there is an immediate need, such as if there is a substantial impact on public health and safety. Include your third-party verification when submitting this form.** |
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| **Signature of Donee Chief Administrator, Executive Head, or Governing Board Official:** |  |
| **Printed Name and Title:** |  |
| **Date:** |  |
| **Approval by Maine Surplus Official:** |  |
| **Date:** |  |