



Northern Kentucky University Surplus Computer Transfer Form

Form #

(This form is for Computers/Laptops only, please see surplus equipment form for transfer of miscellaneous equipment and furniture)

Date __/__/__

Transferring Department _____ Bldg./Rm# _____

Transferring Department Signature _____ Cost Center _____

Printed Name _____ Ext. _____

(Please check one) 1. Surplus Warehouse 2. Another Department (See Below if Checked)

Receiving Department _____	Bldg./Rm# _____
Receiving Department Signature _____	Cost Center _____
Printed Name _____	New User _____
(For Inventory Update)	

Asset Tag #	Serial #	Computer Description	Bldg. Rm #	Reissue	Employee Purchase	E-Scrap

<p>Surplus Computer Agent Signature _____</p> <p>(Upon delivery to surplus computer area LN 104)</p> <p>Authorized Agent Signature _____</p> <p>(Upon delivery to surplus area at Central Receiving Dock)</p>
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Send Computer Surplus Form to Dave Renaker AC 210
White: Comptroller Yellow: Procurement Services Pink: Transferring Department