



# 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)

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

| Asset Tag # | Serial # | Computer Description | Bldg. Rm # | Reissue | Employee Purchase | E-Scrap |
|-------------|----------|----------------------|------------|---------|-------------------|---------|
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|  |
|--|
| <p><b>Surplus Computer Agent Signature</b> _____</p> <p>(Upon delivery to surplus computer area LN 104)</p><br><p><b>Authorized Agent Signature</b> _____</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