



Northern Kentucky University

Surplus Equipment Transfer Form

Work Control #

(This form is for surplus equipment and furniture, please see surplus computer form for transfer of computers and laptops)

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 _____	

Asset Tag #	Serial #	Item Description	Bldg. Rm #	Reissue	Sale	Scrap

<p>Labor Crew Signature _____</p> <p>(Upon delivery to surplus warehouse at Central Receiving or receiving department)</p> <p>Authorized Agent Signature _____</p> <p>(Upon receiving surplus material)</p>
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