NKU NORTHERN KENTUCKY UNIVERSITY

Work Control #

Northern Kentucky University
Surplus Equipment Transfer Form

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

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

Labor Crew Signature _____
(Upon delivery to surplus warehouse at Central Receiving or receiving department)

Authorized Agent Signature _____
(Upon receiving surplus material)

Send Equipment Surplus Form to Building Services PA 100
White: Comptroller Yellow: Procurement Services Pink: Transferring Department Gold: Labor Crew