



# 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)

**DRAFT**

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 _____	Please Obtain Original from Mail Distribution	Bldg./Rm# _____
Receiving Department Signature _____		Cost Center _____
Printed Name _____		

Asset Tag #	Serial #	Computer Description	Bldg. Rm #	Reissue	Employee Purchase	E-Scrap
		<b>DRAFT</b>				

<p><b>Surplus Computer Agent Signature</b> _____ (Upon delivery to surplus computer warehouse)</p> <p><b>Authorized Agent Signature</b> _____ (Upon delivery to surplus warehouse)</p>
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Send Computer Surplus Form to Dave Renaker AC 210  
White: Accounting    Yellow: Procurement Services    Pink: Transferring Department