



# 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 \_\_\_/\_\_\_/\_\_\_

**DRAFT**

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 Pick Original Up From Mail Room Bldg./Rm# \_\_\_\_\_

Receiving Department Signature \_\_\_\_\_ Cost Center \_\_\_\_\_

Printed Name \_\_\_\_\_

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

**DRAFT**

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

**Authorized Agent Signature** \_\_\_\_\_  
(Upon receiving surplus material)