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 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 __________________________

<table>
<thead>
<tr>
<th>Asset Tag #</th>
<th>Serial #</th>
<th>Item Description</th>
<th>Bldg. Rm #</th>
<th>Reissue</th>
<th>Sale</th>
<th>Scrap</th>
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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 Chuck Pettit PA 100
White: Comptroller   Yellow: Procurement Services   Pink: Transferring Department