



Procurement Services
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
(859) 572-5265
FAX (859) 572-6995

Employee Surplus Computer Purchase Request Form

Date:

Employee Purchase of Surplus Computers

When an individual receives a replacement PC or MAC, the computer that is declared surplus by the department may be purchased by the individual that received the new computer. The computer that is declared surplus by the department head does not necessarily have to be the unit that came off that employee's desk.

1. The computer will be moved from your office to the NKU Surplus Recycling Center where it will have all software and files removed from the hard drive before being sold. This protects the university from violation of site licenses, and helps the university comply with many state and federal regulations regarding privacy and confidential information.
 - To help with the identification process and to ensure that you get the correct computer, please write your name, department, and NKU phone # on masking tape and attach it to the CPU, CRT monitor if available (flat panel monitors are not currently available for purchase or as part of a computer system purchased through this process), speakers if available, keyboard, and all other peripherals before the computer is taken from your office.
2. The operating system that originally came with the computer will be reinstalled. (i.e., Windows 98, Windows 2000, etc.). Other software programs will have to be purchased by the user, in some cases this software can be purchased through our [Microsoft Campus Agreement](#).
3. This policy only applies to computers that fall under the IT replacement policy. If a department replaces a computer from departmental funds or grant funds, the computer being replaced should be declared surplus and sent to surplus property.
4. Computers must be at least three years old to qualify for this program. *Note: These computers are equipped with a high speed Ethernet card but do not have a modem installed.*
5. Computers can be purchased for \$100.00 (**CHECKS or MONEY ORDERS ONLY**) in Procurement Services, Lucas Administrative Center 617 where a receipt and claim ticket will be issued. The employee will be notified when he/she may pick up the computer at the Surplus Recycling Center (please have the receipt and claim ticket available at the time of pickup or the computer will not be released).
6. Employee must take all peripherals that are part of the computer system (i.e., monitor if available, mouse, keyboard, speakers if available, etc.).
7. Additional PC's and MAC's will be available at similar prices for employee purchase through the university's surplus property program.

Employee Name:

Department:

Phone Number:

Computer Asset #:

PLEASE DO NOT REMOVE ASSET TAGS FROM COMPUTER

"The Director of Purchasing, with the assistance of the buyer or others knowledgeable of the commodity, may establish a value for property, which is not sold by either public auction or sealed bid. After which the property may be sold on a first-come, first-served basis to the first person or company offering the established price at a public surplus property sale." NKU Administrative Regulation: AR-II-3.0-10(8).

Note: The authority for all determinations and judgments regarding the disposal, donation, or sale of surplus property are vested with the Director of Purchasing.

By signing this document, you are stating that you have read the above provisions and that you understand the process that this computer has gone through to be readied for sale.

Employee Signature

Authorized Procurement Services Agent