Clayton State University Computer Surplus Processing Form Use this form for processing Surplus Computer Equipment (remember - data security is everyone's business)

From					
Department			Requestor		
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Department Head	I	Date	HUB	Staff Signature	Date
			HUB Service Request #		
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Property Clayton St	ate	From		Storage Device Cleaned	Date Sent

Property	Clayton State	From	Storage Device Cleaned	Date Sent
Description	Decal #	Location	By (Signature)	To Surplus

Requestor: Print and complete this form and then contact the HUB to have computer equipment picked up.

HUB staff: After storage media has been cleared or removed, forward a copy of this completed form and any other instructions and documentation to:

Operation Services Warehouse (678) 466-4251 Revised: December 2005