

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

Signed		Received	
Department Head	Date	HUB Staff Signature	Date

HUB Service Request #

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