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# **Property Management – Inventory** EQUIPMENT DISPOSAL REQUEST

Instructions: Please include all information. An affidavit and police report should be attached for lost/stolen items. The original form must be submitted to Property Management - Inventory.

Dept.	Contact	
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Location Code

Phone # \_\_\_\_\_ Date \_\_\_\_\_

E-Number	Description	Serial Number	Condition Code*
*Condition Codes:	O – Operational; $N$ – Non-Operational; $L/S$ – Lost/	Stolen	

FOR INFORMATION TECHNOLOGY (IT) USE ONLY				
Items(s) Removed	Memory	Hard Drive	Other	
IT Dept. Representative				
	Printed Name		Signature	Date
APPROVAL SIGNATURES				

APPROVAL SIGNATORES						
DEPARTMENT HEAD						
Printed Name	Signature		Date			
PICKED-UP BY						
<u>FICKED-OF BI</u>						
Printed Name	Signature		Date			
	5					
RECEIVED BY						
Printed Name	Signatur		Date			
Finned Name	Signature		Date			
Property Management Use Only						
		e omy				
Property Management Employee Signature	Employee Printed Name					
Method of Disposal	Report #	Month/Year	Date			



# **Property Management – Inventory EQUIPMENT DISPOSAL REQUEST**

### Instructions

This form and additional information concerning the disposal of university property is available by contacting Property Management - Inventory via phone 601-979-4181 or email propertymanagement@jsums.edu.

Please include all information.

- 1. **Department Contact Information** Enter the name and phone number of the contact person in your department for equipment inventory.
- 2. Location Code Enter your department location code. (This can be found on the department's inventory list under the column "LOC CODE").
- 3. **Department Name** Enter your department name (ex. Property Management)
- 4. E- Number Enter the E-number assigned to the equipment.
- 5. **Description** Enter the description of the item you are requesting disposal for.
- 6. Serial Number Enter the serial number of the equipment you are requesting disposal for.
- 7. **Condition Code** Select the condition code:
  - **O** Operational equipment is in good operating condition
  - N Non-Operational equipment is no longer in good operating condition and non economical to repair
  - L/S Lost/Stolen (if the item has been lost or stolen)

# If an item has been lost or stolen please attach a Lost/Stolen affidavit stating what happened to the equipment along with a copy of the police report.

- 8. For IT Use Only Verification of removal of computer components. (Must be completed by JSU IT personnel).
- 9. Obtain the Department Head, picked up by and received by person's signature.

#### **Distribution**:

Original to Property Management - Inventory with receipt of merchandise Copy for departmental File

If you have any questions, please contact Property Management - Inventory at 601-979-4181.