

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.**