

JACKSON STATE UNIVERSITY  
P. O. Box 18690  
Jackson, MS 39217-0990

Procurement and Inventory  
PROPERTY CONTROL OFFICE

AREA CODE (601) 968-2033

**EQUIPMENT DISPOSAL REQUEST**

TO: SALVAGE COMMITTEE

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JSU NUMBER: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

REASON FOR DISPOSAL: *(Check One)*

\_\_\_ (O) Obsolete, Worn Out, Non-Functional

\_\_\_ (A) Available for transfer to another  
department/Usable equipment which is  
not in use by this department

\_\_\_ (E) Not Economical to Repair

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Department Head *(Signature)*

**TO BE FILLED OUT BY PROPERTY CONTROL**

Picked Up By: \_\_\_\_\_

Date \_\_\_\_\_

Updated By: \_\_\_\_\_

Date \_\_\_\_\_

Method of

Disposal: \_\_\_\_\_

Date \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

White: Property Control Office

Canary: Departmental