

iService Request #

## PROPERTY/EQUIPMENT DISPOSAL REQUEST

*Incomplete forms **WILL NOT** be processed.*

Dept. Contact \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Location Code \_\_\_\_\_ Department Name \_\_\_\_\_

E-NUMBER	ASSET DESCRIPTION	SERIAL NUMBER	CONDITION CODE*

\*Condition Codes:    **O** – Operational; **N** – Non-Operational

DEPARTMENT HEAD		
Printed Name _____	Signature _____	Date _____

(If computers, laptops or any equipment containing a hard drive is listed, please contact IT to remove the hard drive(s).)

FOR INFORMATION TECHNOLOGY USE ONLY			
Item(s) Removed <input type="checkbox"/>	Memory <input type="checkbox"/>	Hard Drive <input type="checkbox"/>	Other <input type="checkbox"/> _____
Printed Name _____	Signature _____	Date _____	

FOR PROPERTY MANAGEMENT USE ONLY		
<b>RECEIVED BY</b>		
Printed Name _____	Signature _____	Date _____
<b>VERIFIED BY</b>		
Printed Name _____	Signature _____	Date _____
<b>INVENTORY UPDATED BY</b>		
Printed Name _____	Signature _____	Date _____

## INSTRUCTIONS PROPERTY/EQUIPMENT DISPOSAL REQUEST

*This form is to be submitted when property needs to be picked up and disposed of. Please include all information.*

### **DO NOT SUBMIT THIS INSTRUCTION PAGE WITH YOUR REQUEST**

1. **Department Contact Information** – Enter the name and phone number of the contact person in your department for property inventory.
2. **Location Code** – Enter your department’s Location Code. (LOCATIONS CODES are listed on the Property Management’s website.)
3. **Department Name** – Enter your department’s name. (ex. Property Management)
4. **E- Number** – Enter the E-number assigned to the property/equipment.
5. **Asset Description** – Enter the description of the property you are requesting disposal for.
6. **Serial Number** – Enter the serial number of the property you are requesting disposal for.
7. **Condition Code** – Select the condition code:
  - Operational property is in good operating condition
  - N - Non-Operational property is no longer in good operating condition and non-economical to repair
8. **Department Head** – must print, sign and date for the disposal authorization.
9. **For Information Technology Use Only** –Verification of removal of computer components. (If computer equipment is listed, A JSU IT representative must remove the hard drive(s) and sign the form prior to submission to Property Management.)
10. Once you are ready for disposal, create an iService ticket request for the disposal through Facilities Construction Management website (<https://www.jsu.edu/facilities/>). You should choose **Property Management** as the *Repair Center*. Complete all the required fields and upload the completed Property/Equipment Disposal form to the iService request. (Follow-up with your Building Service Manager to ensure s/he approves the request.)
11. A Moving Service team member will contact you to pick up the specified property. A department representative must be available during pickup.
12. Once property has been disposed, you will receive a confirmation email along with the Property/Equipment Disposal form that includes all signatures indicating the disposal process has been completed. Keep the signed copy for your records.