

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 Phone # Department Name Location Code Condition E-Number **Serial Number** Description Code* *Condition Codes: **O** – Operational; **N** – Non-Operational; L/S – Lost/Stolen FOR INFORMATION TECHNOLOGY (IT) USE ONLY Items(s) Removed Hard Drive Memory Other IT Dept. Representative **Printed Name** Date Signature **APPROVAL SIGNATURES** DEPARTMENT HEAD Printed Name Signature Date PICKED-UP BY Printed Name Signature RECEIVED BY Printed Name Signature **Property Management Use Only** Employee Printed Name Property Management Employee Signature Report # ___ Month/Year _____ Method of Disposal 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.