



MISSISSIPPI STATE UNIVERSITY

Receiving & Property Control

MSU Property Disposal Report

Phone: 662-325-2545

Fax: 662-325-4551

Mail Stop 9605

Instructions

Incomplete or handwritten forms will be returned to the department for completion.

Disposal Forms for equipment that can store sensitive information (computer, fax machine, copier, etc.) must be accompanied by a Certification of Removal of Sensitive Information Form.

Disposal Forms requesting disposition of equipment containing hazardous/other waste must be accompanied by ORCS Radioactive Equipment Decommissioning Form.

Disposal Forms requesting disposition of equipment reported lost/stolen must be accompanied by an affidavit and police report.

Completed form should be submitted to Receiving & Property Control - Mail Stop 9605 or fax 325-4551.

<u>Agency</u>	<u>Dept ID</u>	<u>Department Name</u>		<u>Department Property Representative</u>	
<u>Dept requests pickup by Receiving</u>	<u>Dept will deliver to Receiving Station</u>	<u>Items located at</u>		<u>Date</u>	<u>Phone</u>
		<u>Room</u>	<u>Building</u>		

Item Description	Serial Number	Inventory Number	Condition Code ¹	E-Waste ²	Hazardous Waste ³	Received	Disposition Code	
				Y or N	Y or N	Y or N	(S)urplus, (D)isposal or (R)ecycled	Trailer/Truck Number

¹Condition Codes: 1 - Operational; 2 - Non-Operational; L/S - Lost/Stolen

IMPORTANT - Please read and sign below

I certify that the information listed on this form is correct, and that I bear responsibility for any item(s) listed in error and improperly disposed of based on this request.

Pickup Verified By: _____

Print name/initial
Vice President, Dean, Director or Department Head Signature

Property Control Use Only:

Agency _____ Transaction Code _____ Report No _____ Disposal No _____ Initial _____ Date _____

MSU Property Disposal Form Instructions

This form and additional information concerning the disposal of University property is available at www.property.msstate.edu.

Please include all available information. Incomplete or handwritten forms will be returned to the department for completion.

- 1 **Agency** - Enter your Agency name (MSU, MAFES, MSUES, FWRC, or MSCL)
- 2 **Dept ID** - Enter your 2-3 digit department ID number (ex. R3)
- 3 **Department Name** - Enter your department name (ex. Receiving & Property Control)
- 4 **Department Property Representative** - Enter the name of the person in your department responsible for equipment inventory
- 5 Mark whether the department requests pickup of the equipment by Receiving & Property Control or the department will deliver equipment to the Receiving Station
- 6 **Items located at** - Indicate the room number and building where equipment is located if pickup of equipment has been requested
- 7 **Date** - Enter the date of the disposal request
- 8 **Phone** - Enter the phone number of the Department Inventory Representative
- 9 **Item Description** - Enter the description of the equipment item
- 10 **Serial Number** - Enter the serial number of the equipment
- 11 **Inventory Number** - Enter the inventory number of the equipment
- 12 **Condition Code** - Select one of the following condition codes:
 - 1 - *Operational* (means that the equipment item is in good operating condition and can be used by another department)
 - 2 - *Non-operational* (means that the equipment item is not in operating condition and needs repairs or is non-repairable)
 - L/S - *Lost/Stolen* (means that the equipment item has either been lost or stolen)
*If an item has been lost or stolen, attach a **Lost, Stolen or Mysterious Disappearance affidavit** stating the circumstances surrounding the event along with a copy of the police report indicating that the loss/theft was reported to a law enforcement agency*
- 13 **E-Waste** - Indicate whether the equipment item can contain sensitive information. If (Y)es, attach a **Certification of Removal of Sensitive Information Form**
- 14 **Hazardous Waste** - Indicate whether the equipment item can contain hazardous or other waste. If (Y)es, attach an approved **ORCS Radioactive Equipment Decommissioning Form**
- 15 **Pickup Verified By** - Print the name of the department personnel who assisted with pickup of equipment and initial form
- 16 **Vice President, Dean, Director or Dept Head Signature** - Obtain approval signature of the unit head

Distribution List:

Receiving & Property Control - Mail Stop 9605 / Fax (662) 325-4551

Copy for departmental file

If you have any questions, please contact Receiving & Property Control at (662) 325-2545.