

Missouri Western State University Surplus Inventory Disposal Form

Please contact the Capital Asset Accountant, X5917 for questions.

Form must be completed or assets will not be disposed of by Physical Plant

See Accounting Services Webpage for Suplus Inventory Disposal step-by-step instructions

Disposal Date _____
Contact Name _____
Department Name _____
Department # _____
Maintenance Request # _____

- Complete a Maintenance Request available through Physical Plant
- Complete this form and attach to Maintenance Request
- Complete and attach the SS1 form if disposing of computer equipment
- All information must be filled out before disposing of assets
- Send completed forms to Physical Plant
- Keep a copy for Departmental files

MWSU Tag #	Asset Description	Model #	Serial #	Item Condition	Physical Plant Use Only		
					Location	Lot	SS1 Form Attached
(only if Tagged Asset)	(Include Brand Name)		For Dell use the Service Tag #	(useable/not useable)			(yes/no)

Departmental Approval _____ Date _____

Physical Plant Pickup _____ Date _____

******Accounting Services Use Only******

Banner DI Date/Initials:	WT DI/Checked Date/Initials:	Scanned Date/Initials: Attached in Wt Date/Initials:	# Of Computers:
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