

## Missouri Western State University Surplus Inventory Disposal Instructions

- Complete a Maintenance Request Form available through Physical Plant
  - Complete the MWSU Surplus Inventory Disposal Form, attach the original to the Maintenance Request and forward to Physical Plant
- ***If disposing of computer equipment, assets with hard drives &/or equipment storing confidential data, the SS1 form must also be completed and attached to the Disposal Form. See the Accounting Services website for the SS1 form and instructions.***
  - **Disposal Date**----Date in which the asset is being disposed of
  - **Contact Name**----Name of person to contact if there are questions regarding the Surplus Inventory Disposal Form
  - **Department Name**---Name of department disposing asset
  - **Department #**---Departmental Organization number &/or Index Code
  - **Maintenance Request number**----this number is located on the Maintenance Request Form
  - **MWSU Tag#**----only needed if the asset is tagged with a MWSU tag# (either the metal # &/or barcode #)
  - **Asset Description**----Must be completed and include the brand name
    - Example: Dell GX240 computer....  
*Using a description of-- Computer-- is not acceptable*
    - If disposing of non-tagged assets such as chairs, tables, extra computer accessories, (such as extra key boards or mice) list in a group & include total number of assets.
      - *Example:* 15-chairs or 5-key boards
  - **Model #**--- when applicable.
    - *Example:* computers---GX3020, Vehicles---F150, Copiers---6030, etc.
  - **Serial #**---Must be completed
    - All computer CPUs have a serial number.
      - **Use the Service tag# for Dell products**
    - All electronic items will have serial numbers
    - Use the VIN number when disposing of Vehicles
    - Items such as athletic equipment, lab equipment, Music instruments, etc. all have serial numbers
  - **Item Condition Code**---indicate useable or not useable
    - If the asset is working but is being disposed of due to age, the condition would be useable
    - If the asset is not working or part of it needs repaired, the condition would be not useable
  - **Departmental Approval**---- This should be the departmental supervisor.
  - **Physical Plant**---the person from Physical Plant physically transferring the assets will also sign the disposal form.
- Make a copy for departmental records.
- Have a copy of the **Maintenance Request** and a **copy of MWSU Surplus Inventory Disposal Form and SS1 Form if applicable** at the time of physical transfer. **Physical Plant will not physically remove assets unless there has been a Maintenance Request & a Surplus Inventory Disposal form completed with all applicable information present. In the case of computer equipment &/or assets storing confidential data the SS1 Form must also be completed.**
- Physical Plant will be responsible for forwarding all forms to the Capital Asset Accountant in Popplewell Hall 220.

Although the surplus/disposal process is somewhat cumbersome, the above information is necessary for Missouri Western's annual surplus sale. The above information is needed to not only meet state guidelines when submitting assets to sale, but makes the assets more valuable to potential buyers.

Please call the Capital Asset Accountant, X5917 for questions regarding this form or instructions.