

SS1 Form Instructions for Disposing of a computer

- ❑ The SS1 form is an additional form that needs completed when disposing of computers and should be attached to the MWSU Surplus Inventory Disposal Form. Both forms must be completed for each computer being disposed of.
- ❑ Complete the Missouri Western State University Surplus Inventory Disposal form
 - See MWSU Surplus Inventory Disposal Form for instructions
- ❑ Complete the SS1 Form
 - **Date**---Date in which the asset is being disposed of
 - **Inventory Number**---this is the MWSU 5-digit metal tag number that is on the computer's CPU.
 - At this time there maybe some computers without MWSU tag numbers due to the tags coming off or due to the computer being very old & not tagged. In this case leave the inventory number blank.
 - **Description Section**---A detailed description must be completed listing the CPU, Monitor, Key Board, Mouse & Speakers
 - The description must include Brand name, Model number, and serial number.
 - **Example:** Dell Optiplex GX110 Serial number--6MV4P01
Dell Monitor Serial number--CM2317P
Keyboard Serial number--If one exists
Mouse Serial number--If one exists
Speakers Serial number--If one exists
- ****Having a computer in one complete unit increases the value.**
- **Quantity**---will always be 1.
- **Condition Code**---will always be (C) for condemned
- ❑ Contact Information Technology (IT)
 - IT has to sign and date the SS1 form in the "Sanitizer Signature" box and put the date in the "Date Sanitized" box. This all needs completed prior to Physical Plant picking up the computers. **The signature & date from IT must appear in the "Sanitizers Signature" box & "Date Sanitized" box or the State will not except this form.**
 - IT may pull the hard drive and if so, they will write on the form "Hard Drive Pulled" and sign and date this form in the "Sanitizer Signature" box and "date sanitized" box.
- ❑ Make a copy for departmental records
- ❑ Attach the original SS1 form to the MWSU Surplus Inventory Disposal Form
- ❑ Attach all completed forms to the Maintenance Request and send to Physical Plant
- ❑ Physical Plant will be responsible for forwarding all forms to the Fixed Asset Accountant in Popplewell Hall 220

******Please note that the SS1 form is a state mandated form that must be completed for all computers being disposed of. Therefore, Physical Plant will not be able to physically dispose of a computer without the SS1 form completed with all of the above information.**

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



STATE OF MISSOURI
STATE SURPLUS PROPERTY
REPORT OF STATE OWNED SURPLUS PROPERTY

P.O.DRAWER 1310
117 N.RIVERSIDE DRIVE
JEFFERSON CITY, MISSOURI 65102-1310
573-751-3415 OR 888-295-7796

DEPARTMENT Missouri Western State University		DATE 05/11/2006	
DIVISION 4525 Downs Drive Popplewell Hall 220		CONTACT Sherri Cooper	
PROPERTY LOCATION (STREET, CITY, STATE, ZIP CODE) St Joseph, MO 64507		PHONE NUMBER 816-271-5917	
ACQUISITION FUNDING (ONLY 1 FUNDING PER PAGE)		SAM II DEPOSIT CODES (OPTIONAL)	
FUND Not Applicable		REPORTING CATEGORY Not Applicable	
INVENTORY NUMBER	COMPLETE DESCRIPTION REQUIRED	QUANTITY	CONDITION CODE
46949	Dell Optiplex GX110 Serial Number--6MV4P01	1	C
N/A	Dell Monitor Serial Number--CM2317P	1	C
N/A	Dell Keyboard Serial Number--If one exists	1	C
N/A	Dell Mouse Serial Number--If one exists	1	C
N/A	2-Dell Speakers Serial Number--If one exists	1	C
Computers being disposed of must have a completed SS1 form. This is a state mandate form & must be completed before Physical Plant can remove computers.			
Example	This is an EXAMPLE form. This is an EXAMPLE form. This is an EXAMPLE form. This is an EXAMPLE form.	Example	Example
IT Department either marks yes the computer is sanitized, signs in the sanitizers signature box & puts the date the computer was sanitized in date sanitized box OR IT writes on the form, Pulled Hard Drive, then signs in the sanitizers signature box & puts the date the harddrive was pulled in the date sanitized box. IT's FULL signature & date must appear in the sanitizers signature box & date sanitized box or the State will not except this form.			
COMPUTERS SANITIZED PURSUANT TO MISSOURI'S ADAPTIVE ENTERPRISE ARCHITECTURE COMPLIANCE COMPONENT - DISPOSAL PHASE <input type="checkbox"/> YES <input type="checkbox"/> NO		SANITIZERS SIGNATURE	DATE SANITIZED
SHIPPER'S SIGNATURE (REQUIRED)		RECEIVING SIGNATURE	