Missouri Western State University Surplus Inventory Disposal Form

Please contact the Capital Asset Accoutant, X4576 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 # | | | 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 | | | | | | | | | | | | | | |
|---|---|---|---|---|--|---|---|--|-----------------|--------|--|------|------------------------|------------|-------|-----------|-----------|
| | | | | | | | | | aintenance Requ | iest # | | | | | | | |
| | | | | | | | | | | | | > Ke | ep a copy for Depatmer | ntal files | Physi | cal Plant | lise Only |
| MWSU Tag # | Asset Description | | Model # | Serial # For Dell use the | Item Condition | Location | Lot | SS1 Form Attached | | | | | | | | | |
| nly if Tagged Asset) | (Include Brand Name) | | | Service Tag # | (useable/not useable) | | | (yes/no) | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Departmental Approval Date | | | • | | Physical Plant Pickup Date | | | Date | | | | | | | | | |
| | | *** | *Accounting Serv | ices Use Only**** | | | | | | | | | | | | | |
| | | WT DI/Checked Date/Initials: | | Scanned Date/ | Scanned Date/Initials: Attached in Wt Date/Initials: | | | # Of Computers: | | | | | | | | | |
| | epartment Ape epartment # aintenance Requ MWSU Tag # hly if Tagged Asset) epartmental Ape Banner DI | pontact Name epartment # aintenance Request # MWSU Tag # Asset Description (Include Brand Name) Epartmental Approval Banner DI | epartment Name epartment # aintenance Request # MWSU Tag # Asset Description (Include Brand Name) epartmental Approval Date *** Banner DI WT DI/Checked | portact Name epartment Name epartment # aintenance Request # Asset Description Model # Include Brand Name Epartmental Approval Date ****Accounting Serv Banner DI Co > Co > Co > All > All > Ser > Ke MWSU Tag # Asset Description Model # ****Accounting Serv | partment Name partment Name partment # | portact Name spartment Name spartment # | > Complete this form and attach to Maintenance Request partment Name partment # | Complete this form and attach to Maintenance Request | | | | | | | | | |